

**Force Development**  
**AUTHORIZATION/REQUIREMENT DOCUMENT CHANGES**

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**History.** This is the initial publication of USARC Regulation 71-2.

**Summary.** This regulation prescribes responsibilities and procedures, and provides guidance and instructions for preparing document changes. It describes the preparation and submission of requests for changes to Table of Organization and Equipment (TOE), Modification Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), Full-Time Support Table of Distribution and Allowances (FTSTDA) and Common Table of Allowances (CTA) for both personnel and equipment. It simplifies instructions for completing change forms and provides additional information on document changes.

**Applicability.** This regulation applies to all Reserve Component organizations assigned to the USARC. This regulation impacts on unit readiness and mobilization. Local reproduction is authorized.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Commander, USARC, ATTN: AFRC-FDD, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Deputy Chief of Staff, Information Management (DCSIM), HQ USARC. Users will destroy interim changes on their expiration dates unless superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Deputy Chief Staff, Force Development (DCSFOR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-FDD, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

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**DISTRIBUTION: A+; HQ DA (DALO/DAMO/DAPE/DAAR-FD/DAAR)**

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## Chapter 1

### Introduction

#### 1-1. Purpose

This regulation defines the HQ USARC role in documentation and sets USARC procedures and guidance for preparing and submitting TOE, MTOE, TDA, FTSTDA, and CTA change requests. This regulation clarifies guidance from various Army Regulations and is intended as a ready reference for USARC organizations at all levels of command.

#### 1-2. References

Required and related publications are listed in appendix A.

#### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

#### 1-4. Responsibilities

a. The USARC ODCSFOR is responsible for authorization documents at HQ USARC. Within ODCSFOR, the Documents Division (in coordination with Manpower Division and Force Integration Division) is responsible for authorization document changes and permanent orders.

(1) **Documents Division (AFRC-FDD) will--**

(a) Operate the Vertical The Army Authorization Documents System (VTAADS).

(b) Have staff responsibility for effecting administrative changes to MTOE, TDA, FTSTDA, Equipment Surveys for USAR units, requests for equipment, and issuance of Letters of Authorization (LOA) for retention of on-hand equipment pending inclusion in the authorization document.

(2) **Manpower Division (AFRC-FDM) will--**

(a) Receive requests for substantive changes.

(b) Control the authorizations on the HQ USARC TDA, USARC Support Group TDA and Compo 1 organizations directly subordinate to the USARC.

(3) **Force Integration Division will--**

(a) Receive requests for substantive changes.

(b) Control authorizations for Reserve Component (RC) personnel.

(c) Have staff responsibility for stationing actions.

(4) **The FTS Requirements Division will--**

(a) Determine SRC models of FTS requirements for each USAR Command and unit, which are documented on the MUSARC FTSTDA.

(b) Determine requirements for the TDA of Compo 1 organizations directly subordinate to the USARC.

b. **The MUSARCs will--**

(1) Determine if change requests are valid, appropriate and are the minimum essential for mission accomplishment.

(2) Ensure the proposed changes are properly staffed.

(3) Review change request package to ensure it is complete and has the required forms, justification, etc.

c. **Unit commanders will** comply with policies and procedures contained in this regulation.

#### 1-5. Functional activities

Listed below are USARC functional activities:

a. MTOE Changes, AFRC-FDD, MTOE Br (Doc Div).

b. TOE Changes, AFRC-FDI, OI Branch (FI Div).

c. TDA Changes (Admin), AFRC-FDD, TDA Br (Doc Div).

d. TDA Changes (Substantive), AFRC-FD-IN, Integration Br (FI Div).

e. \*FTSTDA Changes (Rqmts), AFRC-FDE, FTS Requirements Div.

f. \*FTSTDA Changes (Substantive), AFRC-FDM, Manpower Division.

g. \*FTSTDA Changes (Admin), AFRC-FDD, FTSTDA Br (Doc Div).

*[\* Guidance and procedures for MUSARC HQ to change FTSTDA documents are published in USARC Regulation 570-1.]*

## 1-6. Concept plans

a. Concept plans are detailed proposals by proponents to structure new units or to reorganize existing units. DO NOT use concept plans to request additional manpower or equipment authorizations, funds and facilities. Use them to request approval of organizational structure, manpower and equipment requirements, and to identify existing authorizations that can be allocated to satisfy increased requirements.

b. Army Regulation 310-49, para 2-10, explains the requirements for concept plans. The purpose of a concept plan is to ensure that resources are used to support Army objectives and priorities, ensure full understanding of the change, enable auditing resource realignments, ensure supportability, and satisfy a variety of Army staff functional interests about how the proponent plans to implement change.

c. A concept plan must demonstrate need for change, significant improvement to be realized, and minimum turbulence to warrant creating a new or reorganizing an existing organization. The plan must demonstrate specific tangible and verifiable improvement such as measurable efficiency or improved and/or increased capability.

## 1-7. Guidelines for submitting changes

Most changes originate at unit level with the need or desire for change (more, less or different personnel and equipment). There are several ways to achieve the desired change (e.g., Officer Distribution Plan (ODP), cross level, hand receipt, local purchase, contracting, Civilian Personnel Office (CPO) hire), but changing an authorization document is probably the slowest method (approximately 2 to 3 years).

**a. Change request categories.** Requests for changes usually fall into one of the following categories:

- (1) Additional equipment needed for mission accomplishment.
- (2) Additional personnel to accomplish a mission.
- (3) Different type(s) of equipment.
- (4) Different personnel (e.g., Military Occupational Specialty (MOS), Additional Skill Identifier (ASI), Special Qualification Identifier (SQI)) to accomplish the mission.

### b. Types of changes.

- (1) **Substantive changes.** These changes affect--
  - (a) The mission and organization (Section I of the document).
  - (b) Total unit requirements or authorizations.

- (c) Total unit requirements or authorizations by generic identification (commissioned officers, warrant officers, enlisted personnel, and civilians)

- (d) Army Management Structure Codes (AMSCOs) or totals by generic identification by AMSCO (not as a result of AR 37-100-XX revisions).

- (e) Total unit requirements or authorizations of controlled items of equipment (coded "C" in SB 700-20).

- (f) All TOE/MTOE equipment.

- (g) Basically, any change that places resource demands on HQDA is a substantive change.

- (2) **Administrative changes.** These changes do not impact upon the required/authorized quantities of personnel or equipment allocated to a unit. These are minor changes that do not place resource demands on HQDA. Examples of administrative changes include:

- (a) Application of edit files [(Personnel Occupational Specialty Code (POSC), Line Item Number (LIN), AMSCO, Management Decision Package (MDEP)].

- (b) Grade changes to conform to Standards of Grade Authorization (SGA)

- (c) Correction of Standard Work Center Code (SWCC).

- (d) Correction of document errors or any other changes that may increase clarity or definition but does not place added requirements on HQDA for manpower, equipment or funds.

## 1-8. Change request submission

a. Follow these procedures to submit change requests:

- (1) Determine the change needed.
- (2) Determine which document should be changed (TOE/MTOE/TDA/FTSTDA).

- (3) Check the current and future versions of the document to see if the change(s) is/are still valid.

- (4) In the case of new equipment requirements, check Supply Bulletin (SB) 700-20 to ensure that--

- (a) The item to be added is coded as Logistics Control Code (LCC) A. (Only standard A items can be documented in an authorization document.)

- (b) The item is listed in chapters 2 or 6 of SB 700-20 if it is to be documented in a TOE/MTOE/TDA.

- (5) Prepare the request for change using guidance in this regulation.

- (6) Forward all requests through the chain of command for endorsement.

- b. Table 1-1 provides a quick reference on submission of authorization document changes.

**Table 1-1. Authorization document change submission**

TYPE OF DOCUMENT	INITIATED BY	DOCUMENTATION	REMARKS
TOE	User	* Three copies of the following items to AFRC-FDI: (1) Memorandum of transmittal. (2) Endorsements from all intermediate commands. (3) If applicable, letters from other subordinate units. (4) Complete and properly prepared DA Forms 2028 (see para/fig B-1).	See para 2-3a
	Proponent (TRADOC)	TRADOC provides draft TOE to the field for review and response.	See para 2-5b
MTOE	User	Three copies of the following items to AFRC-FDD: (1) Memorandum from initiating unit, signed by commander. (2) Endorsements from all intermediate commands recommending approval or disapproval and stating reasons. (3) If applicable, memorandums from other subordinate units in the same command organized under the same MTOE recommending approval or disapproval and stating reasons. (4) DA Form 2028 for personnel change request (see para/fig B-2). <b>OR</b> DA Form 4610-R for equipment change request (see para/fig B-3).	See para 3-3b
	Proponent (USARC DCSFOR)	USARC will document programmed changes and publish the MTOE and permanent orders.	See para 3-3a
TDA (Administrative- Personnel)	User	Three copies of the following items to AFRC-FDD: (1) Memorandum of transmittal. (2) Endorsements from intermediate commands. (3) DA Form 2028 with justification (see para/fig B-4).	See para 4-5
	(Substantive- Personnel)	User Three copies of the following items to AFRC FDI: (1) Memorandum of transmittal. (2) Endorsement from intermediate commands. (3) DA Form 2028 with justification (see para/fig B-4). (4) Audit trail.	See para 4-10
	(Equipment)	User Three copies of the following items to AFRC-FDD: (1) Memorandum of transmittal. (2) Endorsements from intermediate commands. (3) DA Form 4610-R with justification (see para/fig B-5). - Controlled items of equipment will be submitted on separate form from non-controlled equipment, IAW SB 700-20. - Commercial nonstandard equipment request will be submitted on DA Form 4840-R (see para/fig B-6).	
	Proponent (USARC DCSFOR)	USARC will document programmed changes and publish the TDA and permanent orders.	See para 4-10b
CTA	User	Three copies of the following items to AFRC-FDD: (1) Memorandum of transmittal. (2) Endorsements from intermediate commands. (3) DA Form 2028 (see para/fig B-7) (4) Originator Checklist for CTA Change Requests, FORSCOM Form 137-2-R (see para/fig B-8). (5) Reviewer Checklist for CTA Change Requests, FORSCOM Form 137-3-R (see para/fig B-9).	See para 5-5a
	Proponent (USAFISA)	USAFISA provides draft CTA to the field for review and response.	

**1-9. Common change request submission errors**

a. The DA Forms 2028, 4610-R, or 4840-R are incorrectly filled out or incomplete.

b. Justification is insufficient. Justification must be understood by someone not familiar with the requesting unit or its method of operation. The clearer, more logical the justification, the better the chance it will be approved.

c. The CPO certification is not submitted with requests to change civilian grades or civilian occupational specialty codes.

d. Personnel numbers do not add up. Personnel additions were made without identifying trade-offs.

e. Like-type units in the requesting activity's command have not concurred before the change was sent forward.

f. Changes are submitted within 18 months of document supersession by a future document.

g. TOE changes are submitted as MTOE changes.

h. The change requests application of a consolidated TOE update (CTU) when the CTU is not approved or funded for application to that unit. This type of change must be identified as a command plan issue.

i. Request includes both TOE and MTOE changes.

### **1-10. Guidelines for USARC approval/disapproval decision**

Headquarters, USARC uses the following principles (or "guidelines") to determine whether to recommend approval or disapproval of a request:

- a. The change is not on the current or projected authorization document.
- b. Justification is complete and clear.
- c. Equipment is or will be available (90 days before document Effective Date (EDATE)).
- d. Like-type units concur.
- e. Changes to doctrine is clear and concise (forwarded to HQ Training and Doctrine Command (TRADOC) for action).
- f. Personnel changes are in accordance with TOE and/or SGA in AR 611-series.
- g. Numbers add up by paragraph and line detail. Trade-offs were provided.
- h. Equipment changes in MTOE are in accordance with AR 71-13, paragraphs 2-13, 2-14 and 2-15.

## **Chapter 2 Tables of Organization and Equipment (TOE)**

### **2-1. Proponency**

Headquarters, TRADOC (ATCD-OT) is the HQDA proponent agent and approval authority for TOE development and doctrine. The appropriate Army service school/center develops the TOE based on HQDA/TRADOC guidance.

### **2-2. General**

a. **TOE development.** The TOE prescribes the wartime mission, organization and equipment requirements for type units. The structure, manpower, and equipment have several organizational levels to allow for fielding a unit at full or reduced capacity. A TOE also specifies the normal tasks the unit is designed to perform and the capabilities the unit has to accomplish its mission. Doctrine describes how each type unit will perform its functions and details the mission and required capabilities.

b. **TOE composition.** The Living Table of Organization and Equipment (LTOE) is a document that prescribes the organizational design, including personnel and equipment requirements of a type unit, displayed in discrete evolutionary increments of capability. The highest level of development of an LTOE is the "Objective TOE" (OTOE) or fully modernized TOE. The "Intermediate TOE" (ITOE) bridges the gap from the lowest level or Base TOE to OTOE, using one or more Incremental Change Packages. The TOE consists of the following:

(1) Organization (Section I) contains information concerning the mission assignment, capabilities, basis of allocation, category, mobility, doctrine and organizational chart.

(2) Personnel and Equipment (Sections II and III) contain the minimum essential personnel and equipment required for the assigned wartime mission.

c. **Getting copies of the TOE file.** TOE are available on microfiche from the Combined Arms Center (CAC). Units requiring the TOE file will forward their requests to the MUSARC HQ. The MUSARC HQ will consolidate the requests and forward them to the Commander, USACAC, ATTN: ATZL-CDD-P, Fort Leavenworth, KS 66027-5300.

### **2-3. Changes to TOE**

a. **User-initiated TOE change request.** Based on experience, training and/or operational requirements, anyone may submit a TOE change request through the chain of command in an effort to improve a Standard Requirement Code (SRC) wartime mission accomplishment capability. Upon receipt of a TOE change request package, HQ USARC assigns a log number. (If requestor is aware of this log number, reference it in any subsequent correspondence pertaining to the request.) The request is staffed within HQ USARC and, if applicable, with other MUSARC HQ and MACOM HQ. Upon completion of the staffing, responses are consolidated and a USARC position is formulated. If HQ USARC approves the request, it is forwarded to HQ TRADOC. In any case, HQ USARC will send a copy of its final position to the requesting MUSARC HQ. Because of extensive Army-wide staffing requirements, TOE change requests may take up to 5 years to be implemented.

b. **Proponent-initiated TOE changes.** HQ TRADOC makes TOE changes to accommodate modernization, introduce new doctrine, or incorporate administrative changes. When major TOE changes occur, HQ TRADOC sends the draft TOE to the field for review prior to implementation. Review the draft TOE carefully and send responses through the chain of command to HQ USARC (ATTN: AFRC-FDI). HQ USARC consolidates all subordinate unit and USARC staff input to form the USARC position.

### **2-4. Before preparing TOE changes**

a. Ensure the change being proposed applies to all Army units configured under the specific TOE and that only wartime requirements are considered. If this is not the case, the change affects either MTOE or TDA.

b. Consult MUSARC HQ to ensure that the proposed change is not already contained in the most current TOE.

c. If the proposed change involves personnel, review the AR 611-series to ensure it meets Army requirements. Remember that the Army of Excellence (AOE) is a constrained force and personnel trade-offs must be identified to offset any proposed additions.

d. If equipment is involved, review AR 71-13 and SB 700-20 to ensure the proposed change meets Army requirements.

e. Review the TOE for other potential changes.

f. Review the proposed change for the need to add, delete or change associated personnel or equipment; e.g., if the proposal is to change a vehicle which carries a radio, also identify the correct radio installation kit.

## 2-5. Preparing TOE change requests

a. **User-initiated change request.** Submit all recommended changes as TOE change request packages through the chain of command to HQ USARC, ATTN: AFRC-FDI.

(1) A complete TOE request change package will consist of three copies of the following items:

- (a) Memorandum of transmittal.
- (b) Endorsements from all intermediate commands.

(c) If applicable, memorandums from other subordinate units.

(d) Complete and properly prepared DA Forms 2028 (see para B-1).

(2) The MUSARCs will use the guidelines in subparagraph (3), below, to determine if the request is valid, appropriate and properly documented. Commands should consolidate any responses received from subordinate units and provide a command position.

(3) A properly documented, appropriate, and valid request will have the following guidelines applied:

(a) The most recent TOE (to include variation/CTU) was used. (*NOTE: If a new TOE has the requested change applied to it, request MTOE change.*)

(b) All levels of organization are addressed (see AR 71-31).

(c) The item requested is for the correct paragraph/line.

(d) The change is wartime essential.

(e) The change is minimum essential to mission accomplishment.

(f) The proposed personnel change meets AR 570-2 and AR 611-series guidelines. Pay particular attention to SGA.

(g) More assets are needed than are currently available.

(h) Associated support items of equipment (ASIOE), such as weapons and protective masks for additional personnel or radio installation kits for vehicles having radios, are included.

(i) Other possible changes to the TOE have been considered and included in the change request.

(j) This is the only recommended change pending to this TOE.

(k) Proposed equipment change complies with AR 71-13 and SB 700-20, chapter 2.

(l) Rationale tells why the change is essential.

(m) The change applies to all units in the requesting activity organized under this specific TOE.

(n) Comments from all like units in command are included.

b. **Proponent-initiated TOE changes.** HQ TRADOC instructions for reviewing a draft TOE accompany the TOE package. Supplemental instructions are as follows:

(1) Recommended changes must be fully justified and sufficiently detailed. Include a diagram of the organizational structure, if applicable.

(2) Identify any current TOE problems that have not been corrected in the draft TOE.

(3) Submit all recommendations on DA Form 2028 (see sample at fig B-1). Forward through the chain of command for endorsement to HQ USARC, ATTN: AFRC-FDI.

## Chapter 3 Modification Tables of Organization and Equipment (MTOE)

### 3-1. Proponency

Documents Division, ODCSFOR is the USARC staff proponent for MTOE. Changes are approved at either HQ USARC or HQDA.

### 3-2. General

a. **MTOE development.** The MTOE is a modified version of a TOE that prescribes the unit organization, personnel and equipment necessary to perform a mission in a specific geographical or operational environment. It provides the organization option selected from the TOE in its authorized level of organization (ALO). The MTOE, like the TOE, reflects wartime requirements and is not intended to be used to document "nice to have items" and is the base document for:

(1) Preparing personnel and equipment requisitions.

(2) Distributing personnel and equipment resources.

(3) Reporting unit status.

(4) Preparing supply and maintenance records and reports.

b. **MTOE composition.** An MTOE has the following three sections:

(1) Organization (Section I) contains the unit designation, ALO at which the unit is organized, the TOE under which the unit is organized, the Basis of Issue Plans (BOIP) applied, what MTOE is superseded, and other necessary remarks.

(2) Personnel (Section II) contains, by paragraph and line number, the required and authorized personnel at the ALO specified in Section I, followed by a recapitulation, by grade and MOS, of all positions in the unit(s).

(3) Equipment (Section III) contains, by paragraph and LIN, all equipment required and authorized for the unit(s) at the specified ALO, followed by a recapitulation of equipment by LIN and Equipment Readiness Code (ERC) for the unit(s).

### 3-3. Changes to MTOE

a. **Proponent-initiated changes.** Programmed changes resulting from approved Total Army Analysis (TAA) decisions, force modernization, activation/inactivation of units and other HQDA or USARC initiatives are documented as proponent-initiated changes.

b. **User-initiated MTOE change requests.** Any level may submit an MTOE change, but they are normally initiated at the unit level. When an MTOE error is noted, submit a change request promptly, so it can be processed and entered into The Army Authorization Documents System (TAADS) as soon as possible. Submit requests based on mission change or geographically unique requirements as an "Exception to MTOE Standardization". Address extensive changes to MTOE in a Concept Plan (see AR 310-49, chapter 2).

(1) A unit will submit a complete MTOE Change Request Package through its chain of command to HQ USARC, ATTN: AFRC-FDD.

(2) Each level of command will review the change request, to include review by all subordinate units using the same MTOE. The MUSARC HQ will analyze requests and has authority to disapprove them, based on mission, Army regulation, or lack of wartime need. Each level of command will provide a forwarding endorsement with rationale and recommendation for approval. Rationale will also state whether the command can support the change(s) with current assets. If the command cannot support the request, additional justification must be included.

(3) HQ USARC, Documents Division will consolidate responses from the field and USARC staff and prepare a USARC position. If the action requires HQDA approval, HQ USARC will forward it to HQDA. After approval, HQ USARC will document the action during the appropriate Management of Change (MOC) Window. HQ USARC will notify the unit, through the chain of command, whether the action is approved or disapproved.

(4) Changes to MTOEs are not quick solutions. The average time, from submission of a recommended change to actual application to the MTOE, is 12 to 18 months. Requests for MTOE change to units scheduled to reorganize under a different TOE within 18 months from the date of submission will not normally be processed. Exceptions are fully justified, valid emergency requests that affect readiness or the unit's ability to accomplish its assigned mission.

### 3-4. Before preparing MTOE changes

a. Ensure that the proposed change applies to only wartime requirements and authorizations, and that changes are driven by geographic, climate or unique mission requirements.

b. Review the latest MTOE and TOE. Contact the MUSARC HQ to verify the date of the current edition.

c. If the requested item is based on mission or geographically unique requirements, does not apply to all

units organized under the MTOE, and is not listed in the TOE, submit the request as an "Exception to MTOE Standardization." Requests for exception must be addressed as such and must state why the requested change applies only to the requesting unit and not to other like units in the force.

d. Review current and future authorization documents to ensure the proposal has not already been applied to MTOE with a future EDATE. Base recommendations to change MTOE on the latest approved document. If there are two documents, and the EDATE of the latest is more than 12 months after the next most current, request changes to both documents.

e. Personnel Change. Review AR 570-2 and AR 611-series to ensure the proposed change meets Army regulations.

f. Equipment Change. Review AR 71-13 and SB 700-20, chapter 2, to ensure the proposed change meets Army requirements.

g. Review the MTOE for other possible changes.

### 3-5. Preparing MTOE change requests

a. Ensure the request meets the following guidelines:

(1) The proposed change is minimum essential to wartime mission accomplishment.

(2) Personnel changes comply with Army Regulations (see AR 570-2 and AR 611-series). Pay particular attention to SGA tables.

(3) Equipment changes meet Army requirements (see AR 71-13 and SB 700-20).

(4) All ASIOE, such as weapons and protective masks for additional personnel or radio installation kits for vehicles with radios, are addressed.

(5) The request is the only change pending to this MTOE. (Only exception is emergency request for equipment submitted in accordance with AR 71-13).

(6) No additional manpower resource requirements are being placed on HQ USARC or HQDA. If personnel are increased on the proposal, identify an equal decrease that is in accordance with the TOE or submit as an exception, unless USARC or HQDA has approved a plus-up. All trade-off positions must be within the same generic category (i.e., officer for officer, warrant officer for warrant officer, enlisted for enlisted). Only when all units affected by the MTOE change are in agreement with the proposed change(s), will HQ USARC consider the recommendation.

b. Change request package. A complete change request package will consist of three copies of the following items:

(1) Memorandum from initiating unit, signed by commander.

(2) Endorsements from all intermediate commands recommending approval or disapproval and stating reasons.

(3) If applicable, memorandums from other subordinate units in the same command organized under the same MTOE recommending approval or disapproval and stating reasons.

(4) DA Form 2028, if personnel change is requested (see para B-2 and fig B-2).

(5) DA Form 4610-R, if equipment change is requested, (see para B-3 and fig B-3).

### 3-6. Exceptions to MTOE standardization

Prepare exceptions similar to MTOE change request packages, but cite under recommended changes and reasons the document (OPLAN, Memorandum) that imposes an additional mission or requirement to operate in a unique location or climate. Prepare DA Forms 2028 for personnel changes to MTOE in accordance with paragraph B-2.

## Chapter 4 Tables of Distribution and Allowances (TDA)

### Section I Personnel

#### 4-1. Proponency

HQDA (MOFI-SDC-R) is the proponent for TDA and approves all documents.

#### 4-2. General

a. **TDA development.** The TDA prescribes the organizational structure for a unit having a support mission for which a TOE does not exist and may include civilian positions. They are developed based on the type and level of workloads associated with the unit's mission.

b. **TDA composition.** The TDA document is composed of four sections as follows:

(1) **Section I, General.** Includes unit designation, mission statement, capabilities, and administrative data.

(2) **Section II, Personnel Allowance.** Contains, by paragraph and line number, detailed information on required and authorized personnel, followed by a recapitulation by civilian and/or military grade and skill, and AMSCO of all positions in the organization.

(3) **Section III, Equipment Allowance.** Contains, by paragraph and LIN, all equipment required and authorized for the unit, followed by a recapitulation in LIN sequence.

(4) **Section III, Supplement, Equipment Allowance.** Provides for the documentation of those items of equipment that do not qualify for inclusion in Section III. These items are nonadopted and do not have a standard LIN in SB 700-20. Use of this section is optional and is not included in the HQDA TAADS Database.

#### 4-3. Changes to TDA personnel

a. Full-Time Support TDA (FTSTDA). Submit administrative change requests to FTSTDA documents IAW paragraph 4-5a below. Manpower Division is the proponent for a separate publication, USARC Regulation 570-1, that provides the necessary guidance for MUSARC HQ to prepare and submit all types of change

requests applicable to FTSTDA. The FTSTDA are Compo 1 documents; the military FTS positions listed therein must match a position on the organization Compo 3 MTOE/TDA or Augmentation TDA.

b. Reserve Component and Reserve Augmentation TDA. The unit or MUSARC HQ will initiate Reserve TDA personnel changes normally as a result of changes to the AR 611-series. The MUSARC HQ will submit requests for change specifically addressing personnel administrative changes to HQ USARC, ATTN: AFRC-FDD, and requests addressing personnel substantive changes (required or authorized strength changes) to HQ USARC, ATTN: AFRC-FD-IN.

(1) Each level of command will endorse the request for change, including the recommendations and reasons, to the next higher HQ. If a command recommends approval and cannot support the request from current assets (trade-offs), the rationale should state reason(s).

(2) Upon proponent approval, the USARC TDA Branch will review the TDA and make the changes during the MOC window.

(3) After a requirement has been approved, the USARC TDA Branch will make the changes during the next MOC window.

(4) Upon HQDA approval of the documents, USARC TDA Branch will publish and distribute the approved TDA and permanent order.

#### 4-4. Before preparing TDA personnel changes

a. Compare proposed changes against the latest published TDA.

b. Ensure personnel requested are the minimum essential for mission accomplishment.

c. Review AR 611-series and AR 570-4 to ensure proposed changes are consistent with existing Army policy and guidance.

#### 4-5. Preparing TDA personnel change requests

There are two types of document changes - administrative and substantive (explained in para 1-7b and the glossary).

a. Administrative changes. Submit to HQ USARC, ATTN: AFRC-FDD, on DA Form 2028 with justification and audit trail, if necessary. (See para/fig B-4.)

b. Substantive changes. Submit to HQ USARC, ATTN: AFRC-FD-IN, with the following documentation:

(1) DA Form 2028 with justification for personnel changes. Show the change in number of requirements and authorizations by category compared to the last document. (See para/fig B-4).

(2) Audit trail, if document was reorganized (marked up computer print-out or DA Form 2028).

(3) Section I changes.

c. Administrative changes and new or changed Section I(s) must be received by this office by 15 Feb for the Jan-Mar MOC window or 15 Aug for the Jul-Sep MOC window.



d. Substantive changes, which require HQDA approval, must be received by 30 Nov for the Jan-Mar MOC window and by 31 May for the Jul-Sep MOC window.

## **Section II Equipment**

### **4-6. Proponency**

U.S. Army Force Integration Support Agency (USAFISA) is the proponent and approval authority for HQDA-controlled TDA equipment. HQ USARC is the approval authority for noncontrolled equipment and those DA-controlled items coded for MACOM approval (MAPP) in SB 700-20.

### **4-7. Responsibilities**

The MUSARC/activity commanders will--

- a. Implement the Equipment Usage Management Program per instructions in AR 71-13.
- b. If appropriate, develop and submit a job-peculiar equipment list to HQ USARC.
- c. Maintain equipment usage data as prescribed by this regulation.
- d. Report underused equipment as excess and delete from authorization documents, unless justified for retention by a letter request, or an economic analysis (cost comparison if single item) per AR 11-28, or as job-peculiar.
- e. Institute procedures to ensure turn-in or transfer of excess equipment identified by the DCSFOR Equipment Survey Team within the timeframe indicated on the excess list generated by the equipment survey IAW AR 570-7.

### **4-8. Changes to TDA equipment**

The user will normally initiate TDA equipment changes.

- a. A unit or MUSARC will submit a complete TDA equipment change request package (see para 4-10) to HQ USARC (AFRC-FDD). As applicable, the USARC will approve, disapprove, or forward the request to USAFISA. In any case, the initiator will be notified through the chain of command of the request status.
- b. Submit DA Form 4610-R (Equipment Changes to MTOE/TDA) any time during the year; however, equipment change requests will be suspended 90 days prior to the beginning of an equipment survey (see AR 570-7, para 3-4b).

### **4-9. Before preparing TDA equipment changes**

- a. Ensure review of current authorizations in the latest approved/projected TDA.
- b. If nothing suitable is presently authorized, review SB 700-20 to determine additional requirements.
- c. Determine what items, if any, can be deleted, if requested equipment is approved.
- d. Ensure that current manpower requirements and authorizations are sufficient to support additional equipment. If not, HQDA must approve additional

personnel spaces. Include a copy of this approval and complete DA Form 4610-R, Part III.

- e. Ensure equipment requested is the minimum essential for mission accomplishment and not "nice to have."
- f. Ensure requirement cannot be met by borrowing equipment.
- g. Ensure that mixing of models of the same type equipment is kept to a minimum or eliminated.
- h. Ensure requested equipment can be maintained with currently authorized maintenance personnel and equipment.
- i. Ensure requested equipment is compatible with already authorized equipment; e.g., communications equipment is compatible with already authorized vehicles and power sources.
- j. Ensure equipment is not already authorized by CTA.

### **4-10. Preparing TDA equipment change requests**

a. **TDA equipment change request.** A TDA equipment change request package consists of a memorandum of transmittal, complete with properly prepared DA Forms 4610-R and any supporting data required.

(1) *Memorandum of transmittal* (see sample at fig B-10). Prepare a separate memorandum of transmittal for "HQDA-Controlled" and "Noncontrolled" equipment. All DA-controlled equipment requires approval by USAFISA. Noncontrolled equipment requires HQ USARC approval. Each memorandum of transmittal will forward DA Forms 4610-R for no more than one UIC. Subject of transmittal memorandum should indicate either controlled or noncontrolled.

(2) *DA Form 4610-R* (see para B-5). Submit a separate complete DA Form 4610-R for each different functional paragraph or subparagraph in quadruplicate (one original and three copies). See AR 71-13 for checklist to ensure proper completion of DA Form 4610-R. (**NOTE: Do not submit a DA Form 4610-R to delete equipment if the deletion is not related to the addition of equipment. Explain these deletions on DA Form 2028 when submitted with the TDA update.**)

(a) Tactical Wheeled Vehicles (TWV). AR 71-13, paragraph 2-39a(6), requires that all requests for TWV be reviewed by the Tactical Wheeled Vehicle Requirements Management Office (TWVRMO), Fort Eustis, VA. Accordingly, requests forwarded to USAFISA by this Headquarters to USAFISA will be submitted through the TWVRMO. To avoid unnecessary delays in requests that include other DA-controlled equipment, submit requests for TWV requirements on a separate DA Form 4610-R.

(b) Nontactical Vehicles (NTV). Requests for NTV, to include the results of Administrative Transport Management Surveys, must include justification that the NTV are in support of a new mission imposed by either HQDA or HQ USARC; otherwise, the request will be returned to the MUSARC HQ. Submit these requests as

an emergency, using message format prescribed in AR 71-13, chapter 2, Section XII, or submit by FAX.

(c) Government-owned/contractor operated (GOCO) equipment. Submission of DA Form 4610-R is not required for GOCO equipment; however, submission of DA Form 4840-R (Request for Type Classification Exemption/LIN for Commercial Equipment) requesting LIN assignment is required for commercial nonstandard equipment with a unit cost of \$25,000 and over. These items can be documented in the TDA once the LIN is assigned and appears in SB 700-20. The office responsible for preparation of the TDA will document GOCO equipment from the Government Furnished Property (GFP) List in accordance with AR 71-13, para 2-70. The list of equipment contained in the contract will be forwarded with the TDA submission. Both HQDA-controlled and noncontrolled items will be documented in the TDA.

(3) **Any supporting data.**

(a) Materiel handling equipment (MHE): If requesting additional MHE, include percentage of use, during the last two quarters, of on-hand equipment that would be capable of performing the functions of requested equipment (in accordance with AR 71-13, para 3-29).

(b) Commercial Nonstandard Equipment: With the exception of those class items listed in AR 71-13, paragraph 2-42b, commercial non-standard equipment with a unit cost of less than \$25,000 is subject to local approval. All MUSARC commanders have approval authority for this equipment. Those items that are locally approved are accounted for on the installation activity property book and in Section III Supplement of the TDA, where applicable. (*NOTE: Section III Supplement should not be forwarded to HQ USARC with document update.*)

b. **Commercial nonstandard equipment request.** Submit each item of equipment under separate transmittal memorandum. Each package consists of:

(1) **Memorandum of transmittal.** Indicate either "Request for Exemption from Type Classification" (sample at fig B-11) or "Request for LIN Assignment." (sample at fig B-12).

(2) **DA Form 4840-R** (see para B-6).

(a) A DA Form 4840-R is required only for commercial nonstandard items of equipment with a unit cost of \$25,000 or more, with the exception of those class items listed in AR 71-13, paragraph 2-42b.

(b) Prepare DA Form 4840-R when it has been determined that no standard item exists in the Army inventory that will satisfy mission requirements. This determination can only be made after a thorough search has been conducted of the common tables of allowances (CTA), Army Master Data File (AMDF), and the SB 700-20.

(c) Provide original and two copies of DA Form 4840-R to HQ USARC, ATTN: AFRC-FDD.

(3) Manufacturer's brochure, photographs, drawings and/or specifications.

#### **4-11. Establishing basis of issue plan (BOIP) TDA equipment requirements**

The MUSARC HQ will process BOIPs for TDA equipment requirements as follows:

a. The action officer reviews the BOIP cover sheet and DA Form 3362-b for each separate LIN to determine its intended use and application.

b. The MUSARC action office reviews the BOIP to identify USARC TDA organizations assigned to the installation.

c. If the new item is replacing an existing piece of equipment, the figures under the "PRIN REQ" (Principal Requirements) column are TRADOC-developed requirements for the new item based on current data base. Line through the incorrect figures, using RED pen; also in RED, insert the correct figures.

d. The second detail line identifies items of equipment currently authorized on the TDA that are to be deleted (minus column), the requirement for new equipment (TOE column), and the differences. It also, identifies associated items and personnel requirements to support the new equipment.

e. The codes and procedures for making changes to the BOIP are listed on every BOIP issued.

f. Justification must be submitted for each change, including one-for-one exchanges. Justifications are identified by placing a "NOTE" to the right of the detail line entry for the unit to which it applies. The notes (justification) are then explained in RED on the enclosed continuation sheets.

## **Chapter 5 Common Tables of Allowances (CTA)**

### **5-1. Proponency**

The U.S. Army Force Integration Support Agency (USAFISA) is the HQDA agency responsible for CTA development, preparation, and approval. Upon approval of a new CTA, USAFISA designates the proponent for that specific CTA. The USARC proponent is Documents Division.

### **5-2. General**

a. **CTA composition** (see AR 71-13, para 5-3e). A CTA consists of two chapters.

(1) Chapter 1, General. This chapter includes the purpose, scope, application, explanation of terms, abbreviations, special instructions, list of reference publications, allowance modification instructions, and user comment instructions.

(2) Chapter 2, Allowances. This chapter consists of controlled and noncontrolled, and adopted and nonadopted items listed by nomenclature in alphabetical sequence. Requirements for these items may be established based on issue and demand usage or other evidence of need. Requirements may be computed based

on the following: authorized strength of the units authorized the item; number of organizational elements, units, facilities or activities throughout the Army to be authorized the item; and other appropriate methodology.

b. CTA currently in effect:

(1) CTA 8-100, Army Medical Department Expendable/Durable Items.

(2) CTA 50-900, Clothing and Individual Equipment.

(3) CTA 50-909, Field and Garrison Furnishings and Equipment.

(4) CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items).

### 5-3. Before preparing CTA changes

a. Review existing items in the CTA to ensure there is no item currently authorized that meets the requirements.

b. Review the proposal for Army-wide application. Any request that identifies a required change because of geographical location or uniqueness of a unit, which would not have Army-wide application, should be directed to HQ USARC ATTN: AFRC-FDD, for instructions in submitting such a request.

c. Ensure proposed BOI is broad in scope and not overly restrictive.

### 5-4 Changes to CTA

Submit a request for change when requirements justify addition, deletion or modification of a Basis of Issue (BOI). Send the request through command channels to the MUSARC HQ. Each level of command reviews the request and completes a reviewer checklist before sending it to the next level of command. If the response at any level to any question on the originator or reviewer checklist is "No", the reviewer will disapprove the request and return it to the originator. HQ USARC will complete the final review and forward valid requests to the CTA proponent. The CTA proponent will incorporate approved changes in the next CTA revision.

### 5-5. Preparing CTA change requests

a. Prepare CTA change requests on DA Form 2028 (in accordance with para B-7). Submit three copies of the DA Form 2028 with the following supporting documents:

(1) **Originator Checklist for CTA Change Requests, FORSCOM Form 137-2-R** (sample at fig B-8). Must be signed by commander.

(2) **Manufacturer's brochure**. If applicable, to include a supply source, manufacturer and manufacturer's model number.

(3) **Reviewer Checklist for CTA Change Requests, FORSCOM Form 137-3-R** (sample at fig B-9). Must be completed and signed at each level of the chain of command and forwarded to the MUSARC HQ if approved; if disapproved due to a "No" response at any level to any question on the Originator or Reviewer

Checklists, return the change request package to the originator.

b. After completing the Reviewer Checklist, MUSARC HQ will endorse any valid request to HQ USARC, ATTN: AFRC-FDD. Include all signed checklists in the package.

## Appendix A References

### Section I Required Publications

AR 71-13	(The Department of the Army Equipment Authorization and Usage Program). Cited in paras 2-4, 3-4, 3-5, 4-7, 4-8, 4-11, 5-2, B-1, B-4, B-5, and figs B-1, B-10, B-11, and B-12.
AR 71-31	(Management System for Tables of Organization and Equipment (The TOE System)). Cited in para 2-5.
AR 310-49	(The Army Authorization Documents System (TAADS). (Cited in paras 1-6b, 3-3).
AR 570-2	Manpower Requirements Criteria (MARC). Tables of Organization and Equipment). Cited in paras 2-5, 3-4, and fig B-1.
AR 570-4	(Manpower Management). Cited in para 4-4.
AR 570-7	(Equipment Management: Equipment Survey Program). Cited in paras 4-7e and 4-8.
AR 611-101	(Personnel Selection and Classification, Commissioned Officer Classification System). Cited in para 2-4, 2-5, 3-4, 3-5, 4-3, 4-4, and fig B-1.
AR 611-112	(Personnel Selection and Classification, Manual of Warrant Officer Occupational Specialties). Cited in paras 2-4, 2-5, 3-4, 3-5, 4-3, 4-4, and fig B-1.
AR 611-201	(Enlisted Career Management Fields and Military Occupational Specialties). Cited in paras 2-4, 2-5, 3-4, 3-5, 4-3, 4-4, and fig B-1.
AR 750-43	(Test, Measurement and Diagnostic Equipment (TMDE)). Cited in para B-6.
USARC Reg 71-1	(Manpower Management of Full-Time Support Staffing). Cited in paras 1-5, and 4-3a. ( <b>Distributed and applicable only to MUSARC level.</b> )
SB 700-20	(Army Adopted/Other Items Selected for Authorization/List of Procurement Items). Cited in paras 1-7, 1-8, 2-4, 2-5, 3-4, 3-5, 4-2, 4-6, 4-9, 4-10, B-3, B-4, fig B-1, table 1-1.

SB 708-41/42 (Federal Supply Code for Manufacturers, United States and Canada - Name to Code and Code to Name). Cited in para B-6.

## Section II Related Publications

AR 5-3 (Installation Management and Organization)  
AR 71-2 (Basis of Issue Plans (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI))  
AR 37-100-XX (Army Management Structure)  
AR 220-5 (Designation, Classification and Change in status of Units)  
AR 310-25 (Dictionary of United States Army Terms)  
AR 310-50 (Authorized Abbreviations, Brevity Codes and Acronyms)  
AR 570-1 (Commissioned Officer Aviation Position Criteria)  
AR 570-8 (Army Management: Headquarters Activities)  
AR 700-86 (Life Cycle Management of Clothing and Individual Equipment).  
AR 735-5 (Basic Policies and Procedures for Property Accounting)  
CTA 8-100 (Army Medical Department Expendable/Durable Items)  
CTA 50-900 (Clothing and Individual Equipment)  
CTA 50-909 (Field and Garrison Furnishing and Equipment)  
CTA 50-970 (Expendable/Durable Items)  
DA Pam 570-551 (Staffing Guide for U.S. Army Garrisons)  
DA Pam 570-553 (Staffing Guide for Headquarters, Continental U.S. Armies)  
DA Pam 570-554 (Staffing Guide for U.S. Army Readiness Regions)  
DA Pam 570-560 (Staffing Guide for U.S. Army Reserve Technicians)  
JCS Pub 1 (Dictionary of Military and Associated Terms)

## Section III Recordkeeping Requirements

**FN 310-10b**  
TDA, CTA, and TAADS files

**FN 310-10c**  
Permanent Orders record sets

## Appendix B Preparation Instructions and Samples of Authorization Document Change Forms

### Section I DA Form 2028 for TOE changes

#### B-1. Preparation instructions

(See sample at fig B-1.)

- a. **DATE.** Date DA Form 2028 is prepared.
- b. **TO.** Address THRU: command channels, TO: Cdr, HQ USARC, ATTN: AFRC-FDI, 3800 North Camp Creek Parkway, SW, Atlanta, GA 30331-5099.
- c. **FROM.** Originator's unit and address.
- d. **PUBLICATION/FORM NUMBER.** Enter the nine position TOE number exactly as shown on the TOE.
- e. **DATE.** Date of the TOE and latest CTU reviewed.
- f. **TITLE.** Unit designation as shown on the TOE.
- g. **ITEM NO.** List in numerical sequence all recommended personnel and equipment changes. (Continue numbering sequence on any continuation pages.)
- h. **PAGE NO.** Enter "NA".
- i. **PARAGRAPH.** Enter paragraph where proposed change applies.
- j. **LINE NO.** For personnel, enter line number. For equipment, enter LIN.
- k. **FIGURE NO.** Enter "NA".
- l. **TABLE NO.** Enter "NA".
- m. **RECOMMENDED CHANGES & REASON:**
  - (1) Enter "AS READS:" followed by what is shown on the TOE. (If there is nothing on the TOE, enter "NA".)
  - (2) Enter "SHOULD READ:" followed by the way the proposed change would read in the TOE, to include all levels.
  - (3) Enter "REASON:" followed by justification of the change. This is the most important part of the TOE change request package. Rationale must be thorough but concise, since the explanation may be read by an individual who is not familiar with the organization or functions of the requesting activity. Explain how the proposed change conforms to doctrine and why current assets cannot support the change. When possible, refer to specific paragraph or table in AR or FM. Attach net diagrams when addressing communications equipment (see AR 71-13).
- n. **TYPED NAME, GRADE OR TITLE.** Enter required information only on the first DA Form 2028 of a series.
- o. **TELEPHONE EXCHANGE/DSN, PLUS EXTENSION.** Enter required information only on the first DA Form 2028 of a series.
- p. **SIGNATURE.** Sign first DA Form 2028 only. Initial subsequent pages.
- q. The reverse side of the DA Form 2028 (Part III) can be used for additional remarks on TOE change request.

## Section II DA Form 2028 for MTOE personnel changes

### B-2. Preparation instructions

(See sample at fig B-2.)

- a. **DATE.** Date DA Form 2028 is prepared.
- b. **TO.** Address THRU: Command channels, TO: Cdr, HQ USARC, ATTN: AFRC-FDD, 3800 North Camp Creek Parkway, SW, Atlanta, GA 30331-5099.
- c. **FROM.** Originator's unit and address.
- d. **PUBLICATION.** Enter the MTOE number exactly as shown on the MTOE, to include the CCNUM. Also put unit UIC in this block.
- e. **DATE.** Enter the effective date (EDATE) of the MTOE being addressed.
- f. **TITLE.** Enter the unit designation exactly as shown on the MTOE.
- g. **ITEM NO.** List in numerical sequence, continue sequence for all personnel and equipment change forms.
- h. **PAGE NO.** Not required on MTOE change requests. Enter "NA."
- i. **PARAGRAPH & LINE NO.** In numerical sequence, enter the paragraph being addressed and line number for personnel changes. All items being recommended for change within that specific paragraph must be addressed before proceeding to the next paragraph.
- j. **FIGURE & TABLE NO.** Not required. Enter "NA."
- k. **RECOMMENDED CHANGES & REASON:**
  - (1) Enter "AS READS:" Followed by what is currently listed as required and authorized on the MTOE.
  - (2) On the next line, enter "SHOULD READ:" followed by what the line is being recommended to read.
  - (3) On the following line, enter "REASON:" followed by a justification of why the change is necessary.

Rationale must explain why this is an MTOE, not a TOE change.
- l. **TYPED NAME, GRADE OR TITLE.** Required only on first form.
- m. **TELEPHONE EXCHANGE/DSN, PLUS EXTENSION.**
- n. **SIGNATURE.** On first DA Form 2028 only. Initial subsequent pages.

## Section III DA Forms 4610-R for changes in MTOE equipment

### B-3. Preparation instructions

(See sample at fig B-3.)

- a. **PART I, HEADING.**
  - (1) **TITLE OF FUNCTIONAL AREA.** Enter the paragraph header title exactly as it appears on the MTOE (e.g., para 101, line 00 Command Group). In the case of cellular units, enter the team designation after the

functional area; e.g., Track Vehicle Maintenance Team, RC Team.

- (2) **UIC.** Self-explanatory.
- (3) **UNIT DESIGNATION.** Enter the unit designation exactly as it appears on the MTOE.
- (4) **MTOE/TDA NUMBER.** Enter the complete MTOE number of the unit being addressed.
- (5) **CCNUM.** Enter the command control number (CCNUM) shown on the MTOE on which recommended changes are based.
- b. **PART II, EQUIPMENT, SECTION A - ITEMS TO BE ADDED AND/OR DELETED.**
  - (1) **Item No.** In continuous numerical sequence, list all recommended changes. Do not start a new sequence of numbers for each paragraph or each DA Form 4610-R. Follow instructions on reverse side of form.
  - (2) **Para.** Enter the MTOE paragraph which is being addressed.
  - (3) **LIN.** Enter the LIN from SB 700-20, chapter 2, for the item being changed.
  - (4) **ERC.** Enter the ERC shown in the base TOE for the specific piece of equipment being changed. The ERC cannot be changed on an MTOE, only by changing the TOE, unless it is being changed in accordance with a later CTU.
  - (5) **SB 700-20 Chapter.** Only chapter 2 and 4 items can be documented in an MTOE.
  - (6) **Nomenclature.** Enter the nomenclature as it appears in the MTOE.
  - (7) **Cost.** Enter the cost per item of equipment being requested. The basic cost per item is in SB 700-20. Enter "NA" in this column if the equipment is being deleted.
  - (8) **Quantity Added, REQ/AUTH.** Enter the requested required (REQ) and authorized AUTH quantities to be added. The quantity in the REQ column cannot exceed the TOE level 1 column.
  - (9) **Quantity Deleted, REQ/AUTH.** Enter only the requested quantity to be deleted in the AUTH column. Do not request a decrease in the REQ column (this would be a TOE change).
  - (10) **New Para Qty, REQ/AUTH.** Enter the requested new totals being requested for the specific paragraph to be changed. These figures are obtained by adding the quantity currently on the MTOE to the figures shown in the "Quantity Added" column or by subtracting the quantity column deleted from the quantity currently shown in that paragraph of the MTOE.
  - (11) **New Recap Qty, REQ/AUTH.** Enter the total required and authorized quantities for the specific LIN being addressed. These figures are obtained by adding all requested increases or subtracting all decreases from the quantity already shown in the equipment recapitulation on the MTOE.
  - (12) **Qty on Hand, Not Auth.** Self-explanatory. Fill in or enter "NA."

c. **PART II, EQUIPMENT, SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA.**

Use this section when equipment being requested is to be transferred from another MTOE/TDA in accordance with instructions on reverse side of DA Form 4610-R.

d. **PART III, PERSONNEL, NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D).** Use instructions on reverse side of DA Form 4610-R. Do not use this section to request additional personnel.

e. **PART IV, JUSTIFICATION.** Must be prepared in accordance with checklist contained in AR 71-13, paragraph 2-40. Each item will be numbered to correspond with item numbers on front of form and justified (why the equipment is needed and how it will be used). Blanket justification for several items listed in Part II is not acceptable. Also, include in the justification a Point of Contact (POC) and a telephone number of the individual having knowledge of specific requirements and capabilities of requested equipment.

f. **CONTINUATION SHEETS.** Prepare continuation sheets on plain bond paper with "Part II - Equipment," Section A and columnar headings as identified on DA Form 4610-R.

## Section IV

### Forms for TDA changes

#### B-4. DA Form 2028 for TDA personnel changes

(See samples at fig B-4.)

Prepare as follows:

- a. **DATE.** Date DA Form 2028 is prepared.
- b. **TO.** Address THRU: Command channels, TO: Cdr, HQ USARC, ATTN: AFRC-FDD, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099 for administration changes and AFRC-FDI for substantive changes.
- c. **FROM.** Originator's unit and address.
- d. **PUBLICATION.** Enter the TDA number exactly as shown on the TDA, to include the CCNUM. Also, put unit UIC in this block.
- e. **DATE.** Enter the effective date (EDATE) of the TDA being addressed.
- f. **TITLE.** Enter the unit designation exactly as shown on the TDA.
- g. **ITEM NO.** List in numerical sequence.
- h. **PAGE NO.** Not required on TDA change requests. Enter "NA".
- i. **PARAGRAPH & LINE NO.** In numerical sequence, enter the paragraph being addressed and line number for personnel changes. All items being recommended for change within that specific paragraph must be addressed before proceeding to the next paragraph.
- j. **FIGURE & TABLE NO.** Not required. Enter "NA".
- k. **RECOMMENDED CHANGES & REASON:**

(1) Enter "AS READS:" followed by what is currently listed as required and authorized on the TDA.

(2) On the next line, enter "SHOULD READ:" followed by what the line is being recommended to read.

(3) On the following line, enter "REASON:" followed by justification of why the change is necessary. Justification must be sufficient as to allow for proper analyzing.

l. **TYPED NAME, GRADE OR TITLE.** Required only on first page.

m. **TELEPHONE EXCHANGE/DSN, PLUS EXTENSION.**

n. **SIGNATURE.** On first DA Form 2028 only. Initial subsequent pages.

#### B-5. DA Form 4610-R for TDA equipment changes

(See samples at fig B-5.)

Prepare as follows:

a. **PART I, HEADING.**

(1) **TITLE OF FUNCTIONAL AREA.** The using unit designation, which will be the TDA Paragraph Title (e.g. Allied Trades; 6th FA Tng Btry HQ).

(2) **UIC.** Unit Identification Code (e.g., W32XAA).

(3) **UNIT DESIGNATION.** The parent organization for which the basic TDA is established (e.g., Shop Opns Br, Maint Div, DOL; 2d Bn, 334th Regt, 3d Bde, 84th Div (TNG), Milwaukee, WI).

(4) **MTOE/TDA NUMBER.** The latest approved document (e.g., ARW32XAA).

(5) **CCNUM.** Command Control Number of the latest approved TDA (e.g., AR1094). Changes can only be requested against the latest approved TDA.

b. **PART II, EQUIPMENT, SECTION A - ITEMS TO BE ADDED AND/OR DELETED.**

(1) **Item No.** Each item being requested will be numbered in sequence (e.g., 1,2,3) for each paragraph of the TDA.

(2) **Para.** The TDA paragraph for which the equipment is being requested (user paragraph).

(3) **LIN.** The line item number of the equipment being requested. LIN are found in SB 700-20. List LIN in alphanumeric sequence for each paragraph (e.g., A56293,B04442,C19234).

(4) **ERC.** Equipment Readiness Code - For TDA equipment change requests only - Indicate "C" for DA-controlled items and "O" for noncontrolled items.

(5) **SB 700-20 Chapter.** Indicate the chapter of SB 700-20 in which the LIN is located. Only chapter 2 and 6 equipment is placed on the TDA. HQDA will occasionally authorize chapter 4 (Developmental) items (Z LIN) for documentation in the TDA.

(6) **Nomenclature.** Use the item description found in SB 700-20.

(7) **Cost.** Use the unit cost found in the SB 700-20 (cost of the first NSN, if more than one is listed).

(8) **Quantity Added, REQ/AUTH.** Indicate the requested quantities.

(9) **Quantity Deleted, REQ/AUTH.** Indicate requested quantity to be deleted. Be sure this equipment is authorized before requesting a deletion.

(10) **New Para Qty, REQ/AUTH.** Indicate required quantities for LIN being requested, plus any of the same LIN already required in the same TDA paragraph. If deleting an item, subtract the deleted quantity from the quantity already authorized in that paragraph.

(11) **New Recap Qty, REQ/AUTH.** Check for the LIN in required column of the "Recapitulation Section III Equipment" at the end of Section III Equipment of the TDA. Add the quantity in the recap, plus the quantity being added and indicate the total requested quantities in this column. If deleting the item, subtract the deleted quantity from the recap quantity.

(12) **Qty on Hand, Not Auth.** If any of the quantity requested is already on hand, without TDA authorization, indicate quantity in this column.

**c. PART II, EQUIPMENT, SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA.**

Use this section when equipment being requested is to be transferred from another MTOE/TDA in accordance with instructions on reverse side of DA Form 4610-R.

**d. PART III - PERSONNEL, NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D) - 37 through 49.** Use instructions on reverse side of DA Form 4610-R. Do not use this section to request additional personnel.

**e. PART IV - JUSTIFICATION.** Must be prepared in accordance with checklist contained in AR 71-13, para 2-40. Follow these guidelines or request will be returned. Each item will be numbered to correspond with item numbers on front of form and justified (why the equipment is needed and how it will be used). Blanket justification for several items listed in Part II is not acceptable. Also include in the justification a Point of Contact (POC) and a telephone number of the individual having knowledge of specific requirements and capabilities of requested equipment. If the equipment being requested is for training, the following information is required as part of the justification:

- (1) Equipment to student ratio.
- (2) Number and types of classes taught per year.
- (3) Interrelationship of the equipment.
- (4) A Program of Instruction (POI) attached to

DA Form 4610-R.

**f. Continuation Sheets.** Prepare continuation sheets on plain bond paper with "Part II - Equipment", Section A and columnar headings as identified on DA Form 4610-R.

**B-6. Preparing DA Form 4840-R for commercial nonstandard equipment**

(See samples at fig B-6.)

Prepare DA Forms 4840-R requesting exemption from type classification or LIN assignment for commercial nonstandard equipment with a unit cost of \$15,000 and over as follows.

a. Item 1. **NAME AND ADDRESS OF REQUESTING ACTIVITY.** Enter complete name and mailing address of requesting TDA Activity (e.g., Commander, 120th U.S. Army Reserve Command, Lee Road, Ft Jackson, SC 29207-6070) Enter CCNUM of TDA and TDA paragraph number in which the item will be documented.

b. Item 2. **TDA/JTA NUMBER.** Enter complete TDA number to include command code.

c. Item 3. **PROPOSED NOMENCLATURE.** Enter proposed nomenclature (name) of requested item and quantity requested.

d. Item 4. **EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS.** Enter the function the equipment will be required to perform and characteristics required. (See AR 71-13, para 2-44, for additional requirements).

e. Item 5. **LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS.** Enter LIN considered, but not acceptable and reason(s) for non-acceptance. Conclude with the statement "there is no acceptable standard item in the supply system".

f. Item 6. **DATE ITEM IS REQUIRED.** Date item is required to be on hand.

g. Item 7. **FULL NAME OF MFG.** Enter full name of manufacturer (NOT vendor/distributor).

h. Item 8. **FSCM.** Enter Federal Supply Code for Manufacturer. (See SB 708-41/42 for this information or use U.S. Army Terminal AMDF Inquiry System). If one is not listed, complete a DD Form 2051 (Request for Assignment of a Commercial and Government Entity (AGE) Code). Attach the completed form to DA Form 4840-R before submitting a request for LIN assignment.

i. Item 9. **ADDRESS OF MFG.** Enter full address of manufacturer (not the address of the vendor/distributor).

j. Item 10. **MODEL NUMBER ASSIGNED BY MFG.** Enter model number assigned by the manufacturer. Do not include the serial number.

k. Item 11. **PART NUMBER ASSIGNED BY MFG.** Enter part number assigned by manufacturer. NOTE: DA Form 4840-R cannot be processed for exemption from type classification without a model number or a part number. At least one of these is required.

l. Item 12. **NSN.** Enter National Stock Number, if known. (NA for TCE).

m. Item 13. **UNIT COST.** Enter unit cost, not total cost, if requesting more than one.

n. Item 14. **ATTACHED INFO.** Place an "X" in the appropriate box(es). One of these must be attached.

o. Item 15. **DARCOM EXEMPTION FROM TYPE CLASSIFICATION RECEIVED.** For LIN assignment: If exemption from type classification was granted for this item, enter USAFISA Log Number (e.g. 93-0007-00). If exemption from type classification was

not received, include a statement indicating how the equipment was received. (NA for TCE).

p. Item 16. **REMARKS.** Enter complete justification for requested item and the procurement appropriation in which this requirement will be included. For TMDE, enter the DA TMDE registration number per AR 750-43.

q. Item 17. **IF FURTHER INFO IS REQUIRED CONTACT.** Enter the name of the individual having knowledge of specific requirements and capabilities of requested equipment.

r. Item 18. **ADDRESS.** Enter mailing address to include office symbol of individual in Item 17.

s. Item 19. **AUTOVON.** Enter DSN number of individual in item 17.

t. Item 20. **COMMERCIAL.** Enter commercial number, including area code, of individual in item 17.

u. Item 21. **DATE.** Enter date form is completed by initiator.

v. Item 22. **SIGNATURE.** Enter signature of responsible individual.

w. Item 23. **TITLE.** Enter title of individual whose signature appears in Item 22.

## Section V

### Forms for CTA Changes

#### B-7. DA Form 2028 for CTA changes

(See sample at fig B-7.)

Prepare as follows:

- a. **DATE.** Current Date.
- b. **TO. THRU:** Command Channels, TO: Cdr, USARC, ATTN: AFRC-FDD, 3800 North Camp Creek Parkway, Atlanta, GA 30331-5099
- c. **FROM.** Originator.
- d. **PUBLICATION/FORM NUMBER.** CTA to be changed and chapter if known.
- e. **DATE.** Date of CTA to be changed.
- f. **TITLE.** Title of CTA to be changed.
- g. **ITEM NO.** Self explanatory.
- h. **PAGE NO.** Applicable.
- i. **PARAGRAPH.** Not required.
- j. **LIN NO.23** Not required.
- k. **FIGURE NO.** Not required.
- l. **TABLE NO.** Not required.
- m. **RECOMMENDED CHANGES AND**

**REASON.** Should include but not be limited to the following:

(1) **NOMENCLATURE:** If LIN is presently in the system, the nomenclature for that item or a proposed nomenclature for the item.

(2) **RECOMMENDED BOI:** Indicate the BOI requested. Ensure the proposed BOI is broad in scope and not so specific as to be overly restrictive.

(3) **RECOMMENDED ALLOWANCE:** Indicate recommended allowance according to requirements in the chapter to be changed.

n. **JUSTIFICATION.**

(1) Describe in detail why it is required and what benefit the item will provide if it is authorized.

(2) If there is a cost savings or cost avoidance, compute for the first full year benefit. Include how the cost was computed.

(3) Identify item(s) in the current CTA which is most like the item needed and explain briefly why the present item will not meet that need.

(4) Identify CTA items that should be replaced by the requested item.

(5) **ADDITIONAL INFORMATION.** When change is to replace an item currently in the CTA which will no longer support the mission, the following additional information must be included in the request:

- (a) Present BOI.
- (b) Increase in the number presently authorized.
- (c) If there is a shortage in the number available for the item to be replaced, indicate that number.
- (d) The consumption rate in one year of the new item.

(e) When item is required and how many will be required at the initial purchase (immediately or six months).

(6) **REQUIREMENTS.** Indicate the total number required to implement this change. Include cost per item/estimated cost and total cost.

- o. **NAME, GRADE OR TITLE.** Commander
- p. **TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION.** Self explanatory.
- q. **SIGNATURE.** Self explanatory.

#### B-8. FORSCOM Form 137-2-R, Originator Checklist for CTA Change Requests.

(See sample at fig B-8.)

Prepare as follows:

- a. Items 1 through 13. Check applicable blocks.
- b. **TYPED NAME, GRADE, OR TITLE.** Enter commander's information.
- c. **AUTOVON.** Enter DSN telephone number.
- d. **COMMERCIAL (Area Code).** Enter commercial telephone number.
- e. **SIGNATURE.** Commander must sign form in this block.

#### B-9. FORSCOM Form 137-3-R, Reviewer Checklist for CTA Change Requests.

(See sample at fig B-9.)

Each level of the chain of command must prepare as follows:

- a. Items 1 through 4. Check applicable blocks.
- b. **TYPED NAME, GRADE, OR TITLE.** Enter commander's information.
- c. **AUTOVON.** Enter DSN telephone number.
- d. **COMMERCIAL (Area Code).** Enter commercial telephone number.
- e. **SIGNATURE.** Each level of the chain of command must sign form in this block and forward to MUSARC headquarters.



<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b> For use of this form, see AR 25-30; the proponent agency is ODISC4.					Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).		DATE
TO: (Forward to proponent of publication or form) (Include ZIP Code) THRU: Command Channels TO: Cdr, HQ USARC, ATTN: AFRC-FDI 3800 North Camp Creek Pkwy SW Atlanta, GA 30331-5099					FROM: (Activity and location) (Include ZIP Code) Cdr, 518th TC Det (Movement Control) 8888 Main Street Gainesville, FL 29111-0000		
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>							
PUBLICATION/FORM NUMBER NOTE: Use most recent version TOE 55580LOLC					DATE CTU 9310		TITLE Det, Movement Control
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended change, if possible).	
1.	N/A			N/A	N/A	As reads: 1-1-1  Note: Personnel: Check AR 570-2 & 611-Series (SGA)  Should read: 2-2-2 +1  Rationale: Note: Should explain how change conforms to doctrine and why current assets cannot meet requirements. Refer to specific paragraphs or figures in FM or AR. Do not assume reader is familiar with your organization.	
2.**	N/A			N/A	N/A	As reads: 1-1-1  Note: Equipment: Check AR 71-13 and SB 700-20. Include ASIOW if needed.  Should read: 2-2-2 +1  Rationale: Note: Must address wartime mission and be minimum essential. Requests for communication equipment must include <u>net diagram</u> .	
** NOTE: Number in sequence. Continue numbering sequence on any additional pages.							
<i>*Reference to line numbers within the paragraph or subparagraph.</i>							
TYPED NAME, GRADE OR TITLE  NOTE: First page only					TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION  AV XXX-XXXX		SIGNATURE  NOTE: First page only. Initial subsequent pages

**DA FORM 2028**  
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

Figure B-1. Sample DA Form 2028 for TOE changes

<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b> For use of this form, see AR 25-30; the proponent agency is ODISC4.						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
TO: (Forward to proponent of publication or form) (Include ZIP Code) THRU: Command Channels TO: Cdr, HQ USARC, ATTN: AFRC-FDD 3800 North Camp Creek Pkwy SW Atlanta, GA 30331-5099						FROM: (Activity and location) (Include ZIP Code) Cdr, 171st Support Group 2017 West Garner Road Garner, NC 27529-2699	
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>							
PUBLICATION/FORM NUMBER UIC: WQRTAA MTOE 09433LAR01 AR1095						DATE 30 Sep 95	TITLE 425th Ord Co
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended change, if possible).	
1.		101	02			Add ASI 7Z  Justification: Explain why change is necessary.	
2.		104	03			Upgrade position from E6 to E7.  Justification: Explain why change is necessary. Reference CTU (TOE) or appropriate AR 611 series.	
*Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE  NOTE: First page only					TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION DSN or Commercial		SIGNATURE  NOTE: First page only Initial subsequent pages

**DA FORM 2028**  
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

Figure B-2. Sample DA Form 2028 for MTOE personnel changes



Figure B-3. Sample DA Form 4610-R for MTOE equipment changes

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															
TYPE OF FUNCTIONAL AREA Company Headquarters													UIC WQRTAA		
UNIT DESIGNATION 425th Ordnance Company										MTOE/TDA NUMBER 09433LAR01			CCNUM 1095		
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	
1.	101	P98152	B	2	Pistol 9mm Automatic: XM9	179.00	0	1			2	2	4	4	0
2.	101	R95035	A	2	Rifle, 5.56mm M16A2	N/A			0	3	181	164	181	164	0
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			

Figure B-3. (continued) Sample DA Form 4610-R (reverse) for MTOE equipment changes

PART IV - JUSTIFICATION	
<p>Item 1: Remarks "11" on the MTOE denotes those incumbents of positions that are to be armed with a 9mm pistol. The TOE for this unit has four 9mm pistols required and the positions are identified with remark "11" (Paragraph 101, Line 01, 1 ea; Paragraph 101, Line 12, 1 ea; and Paragraph 105, Line 05, 2 ea) but only one 9mm pistol is currently authorized on the MTOE for this paragraph. Increases in this item will improve the ability of these individuals to perform their required duties and is IAW App A, AR 310-34 and current approved doctrine (see item 4 below).</p> <p>Item 2: Current authorization for the Rifle 5.56mm is 167 each, IAW App A, AR 310-34, the Photographer (Paragraph 101, Line 12) and the two Company Aidmen (Paragraph 105, Line 05), in addition to the unit commander, are to be armed with a 9mm Pistol instead of the M16A2 Rifle. The TOE for this unit reflects the correct requirements, 164 at Level 2, for the Rifle and the MTOE currently reflects an excess requirement for three rifles above TOE requirements.</p> <p>NOTE: On administration corrections if a particular LIN should have been added/deleted or increased/decreased based on a basis of issue plan (BOIP) specify the BOIP number or if based on a CTU specify the CTU number. If the unit is not organized under that CTU, the specific comments to justify implementation of the CTU must be provided.</p>	
INSTRUCTIONS	
<p>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.</p> <p><b>Part II - Section A:</b></p> <ol style="list-style-type: none"> <li>1. Only one functional paragraph or subparagraph will be listed.</li> <li>2. A separate form will be used for each additional functional paragraph or subparagraph.</li> <li>3. Three copies of each form will be forwarded as a separate inclosure to letter of transmittal.</li> <li>4. Show deletion when an item(s) will be deleted to satisfy the item being requested. <i>(May list more than one functional paragraph or subparagraph.)</i></li> </ol> <p><b>Part II - Section B:</b></p> <ol style="list-style-type: none"> <li>1. Complete this part when the item being requested will be transferred from another MTOE/TDA.</li> <li>2. The remarks column will identify the item number in Section A that the transfer will affect.</li> </ol>	<p><b>Part III:</b></p> <ol style="list-style-type: none"> <li>1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.</li> <li>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.</li> <li>3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".</li> </ol> <p><b>Part IV:</b> This part will be completed IAW AR 310-49 with the following additional information when applicable -</p> <ol style="list-style-type: none"> <li>1. Why presently authorized equipment cannot be used.</li> <li>2. If the request is approved, the deletion will occur simultaneously.</li> <li>3. Why a tactical vehicle is required for a TDA unit.</li> <li>4. A net diagram is attached for communications equipment requested.</li> </ol>



RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS						DATE
For use of this form, see AR 25-30. The proponent agency is (DASC4)						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).
TO: (Forward to proponent of publication or form) (Include ZIP Code)						FROM: (Activity and location) (Include ZIP Code)
THRU: Command channels.						Cdr, .....
TO: Cdr, HQ USARC, ATTN: AFRC-FDD						
3800 North Camp Creek Pkwy SW						
Atlanta, GA 30331-5099						
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS						
PUBLICATION/FORM NUMBER					DATE	TITLE
TDA number & CCNUM					EDATE	Unit Designation
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended change, if possible).
1.	N/A	001	07	N/A	N/A	<p><u>As reads:</u> NBC NCO, E5</p> <p><u>Should read:</u> NBC NCO, E6</p> <p><u>Justification:</u> Ensure the AR 611-series has been reviewed so the proposed change(s) are IAW Army policy &amp; guidance. Fully explain why the higher grade is necessary.</p>
2.	N/A	006	05	N/A	N/A	<p><u>As reads:</u> Unit Sup Sp E7 92Y40</p> <p><u>Should read:</u> Unit Sup Sp E7 92Y40 A3</p> <p><u>Justification:</u> Explain why the change is necessary. Ensure the proposed change is IAW AR 611-series and state why the position requires the specialized skill or qualification.</p>
*Reference to line numbers within the paragraph or subparagraph.						
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE
(First page only)				(DSN or Commercial)		(First page only - initial subsequent pages)

DA FORM 2028  
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

Figure B-4. Sample 1 - DA Form 2028 for TDA personnel changes (administrative)

<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b> For use of this form, see AR 25-30; the proponent agency is OD/SC4.						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
TO: (Forward to proponent of publication or form) (Include ZIP Code) THRU: Command channels TO: Cdr, HQ USARC, ATTN: AFRC-FDI 3800 N Camp Creek Parkway SW Atlanta, GA 30331-5099						FROM: (Activity and location) (Include ZIP Code) Cdr, -----	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER TDA Number & CCNUM						DATE EDATE	TITLE Unit designation
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended change, if possible).	
1.	N/A	003	06	N/A	N/A	<u>AS READS:</u> N/A  <u>SHOULD READ:</u> Unit Sup Sp E5 92Y20 Req 1 Auth 1  <u>JUSTIFICATION:</u> Should explain why current assets cannot meet requirement. Explain why change is needed. Do not assume reader is familiar with your organization.	
*Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE (First page only)				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (DSN or Commercial)		SIGNATURE (First page only - initial subsequent pages)	

**DA FORM 2028**  
1 FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

Figure B-4. (continued) Sample 2 - DA Form 2028 for TDA personnel changes (substantive)



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 Central Issue Facility, Supply and Services Division, DOL													UIC W7CTAA		
UNIT DESIGNATION 123d ARCOM, Jackson, MS 39209										MTOE/TDA NUMBER 5RW7CTAA			CCNUM AR 1095		
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	
1.	030B	X49198	C	6	Truck, lift, fork, optional capacity and power method (BCE-MAPP)	\$6,336.	2	2	0	0	4	4	11	11	0
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		
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
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			
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			

DA FORM 4610-R, 1 JAN 80

REPLACES EDITION OF 1 APR 77 WHICH IS OBSOLETE.

Figure B-5. Sample 1 - DA Form 4610-R for TDA equipment changes

Figure B-5. (continued) Sample 1 - DA Form 4610-R (reverse) for TDA equipment changes

PART IV - JUSTIFICATION	
<p>Two Forklifts are currently authorized and on hand; however, two additional Forklifts are required for the Class I and Class IV warehouses to handle the large quantity of bulk items received, stored and issued on a daily basis. Additional personnel will be required if this request is not approved. Forklift requirements were determined by using the method of computation provided in AR 310-34, paragraph 3-29b(2)(b)1-4 as indicated below:</p>	
<p>8,201 (estimated tonnage for 12 months)            - 732 (less estimated tonnage handled by other means)            7,469</p>	
<p>Class I - 2,464 (estimated tons) divided by 3.0 (tons per hour of forklift operation) = 821</p>	
<p>Class IV - 5,005 (estimated tons) divided by 1.5 (tons per hour of forklift operation) = 3,367</p>	<p>4,188 total hrs forklift opns for 12 months</p>
<p>Using 5 day week; 52 weeks per year; less 9 holidays; 8 hours potential operation per day and 50% standard of usage, the total number of available hours for 12 months would be: <math>(5 \times 52 \times 8) - (9 \times 8) \times 0.5 = 1,004</math></p>	
<p>4,188 (total hrs forklift operation for 12 months) divided by 1,004 (total no. available hours for 12 months) = 4.17 or 4 (total requirement for forklifts).</p>	
<p>POC: Mr. John Jones, AV 555-9999.</p>	
INSTRUCTIONS	
<p>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.</p>	
<p><b>Part II - Section A:</b></p> <ol style="list-style-type: none"> <li>Only one functional paragraph or subparagraph will be listed.</li> <li>A separate form will be used for each additional functional paragraph or subparagraph.</li> <li>Three copies of each form will be forwarded as a separate inclosure to letter of transmittal.</li> <li>Show deletion when an item(s) will be deleted to satisfy the item being requested. <i>(Must list more than one functional paragraph or subparagraph.)</i></li> </ol> <p><b>Part II - Section B:</b></p> <ol style="list-style-type: none"> <li>Complete this part when the item being requested will be transferred from another MTOE/TDA</li> <li>The remarks column will identify the item number in Section A that the transfer will affect</li> </ol>	<p><b>Part III:</b></p> <ol style="list-style-type: none"> <li>The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.</li> <li>This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.</li> <li>When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".</li> </ol> <p><b>Part IV:</b> This part will be completed IAW AR 310-49 with the following additional information when applicable . . .</p> <ol style="list-style-type: none"> <li>Why presently authorized equipment cannot be used.</li> <li>If the request is approved, the deletion will occur simultaneously.</li> <li>Why a tactical vehicle is required for a TDA unit.</li> <li>A net diagram is attached for communications equipment requested</li> </ol>



**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 6th FA Tng Btry HQ											UIC W3EXAA	
UNIT DESIGNATION 2D BN, 334th Regt, 3D Bde, 84th Division (Tng), WI								MTOE/TDA NUMBER 1RW3EXAA			CCNUM AR 1095	

**PART II - EQUIPMENT**

**SECTION A - ITEMS TO BE ADDED AND/OR DELETED**

Item No.	Para	LIN	ERC	88 700-20 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	
1.	200C	N76101	C	2	Mounter and Demounter Pneumatic Tire	\$3164.	1	1	0	0	1	1	4	4	0
2.	200C	E32535	C	2	Cleaner steam pressure jet	\$6370.	1	1	0	0	1	1	3	3	0

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

Item No.	Para	LIN	ERC	88 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Qty Deleted		UIC	MTOE/TDA Number	CCNUM	Asset To Be Trf		Remarks
							REQ.	AUTH				YES	NO	
1.	200B	E32535	C	2	Cleaner steam pressure jet	\$6370.	1	1	W3EZAA	FCW3EZAA	FC1086	X		No longer required.

**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	B-	ID	AMSC	New Recap Strength	
											REQ.	AUTH
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

DA FORM 4610-R, 1 JAN 80


REPLACES EDITION OF 1 APR 77 WHICH IS OBSOLETE.

Figure B-5. (continued) Sample 2 - DA Form 4610-R for TDA equipment changes

Figure B-5. (continued) Sample 2 - DA Form 4610-R (reverse) for TDA equipment changes


PART IV - JUSTIFICATION	
<ol style="list-style-type: none"> <li>One each Mounter and Demounter is required to repair and/or change all sizes and types of pneumatic tires for 27 various types of USAR units supported by this unit. Use of this item will save many manhours changing tires and will also allow quicker return of the vehicles to the owning units.</li> <li>One each Steam Cleaner is required to clean engines and engine compartments, enabling personnel to identify oil leaks early so that corrective action can be taken. This saves the unit thousands of dollars annually and a tremendous amount of nonproductive time. The 81st Division (Training) currently has one each LIN E32535 authorized, but no longer required. This excess Steam Cleaner will be laterally transferred from TDA FCW3E2AA, as indicated in Part II, Section B, this form, if this request is approved. NO RESOURCING IS REQUIRED.</li> </ol> <p>POC: SFC James F. Sutton, Autovon: 567-7890.</p>	
INSTRUCTIONS	
<p>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.</p> <p><b>Part II - Section A:</b></p> <ol style="list-style-type: none"> <li>Only one functional paragraph or subparagraph will be listed.</li> <li>A separate form will be used for each additional functional paragraph or subparagraph.</li> <li>Three copies of each form will be forwarded as a separate inclosure to letter of transmittal.</li> <li>Show deletion when an item(s) will be deleted to satisfy the item being requested. <i>(Must list more than one functional paragraph or subparagraph.)</i></li> </ol> <p><b>Part II - Section B:</b></p> <ol style="list-style-type: none"> <li>Complete this part when the item being requested will be transferred from another MTOE/TDA</li> <li>The remarks column will identify the item number in Section A that the transfer will affect</li> </ol>	
<p><b>Part III:</b></p> <ol style="list-style-type: none"> <li>The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.</li> <li>This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.</li> <li>When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".</li> </ol> <p><b>Part IV:</b> This part will be completed IAW AR 310-49 with the following additional information when applicable . . .</p> <ol style="list-style-type: none"> <li>Why presently authorized equipment cannot be used</li> <li>If the request is approved, the deletion will occur simultaneously.</li> <li>Why a tactical vehicle is required for a TDA unit.</li> <li>A net diagram is attached for communications equipment requested</li> </ol>	



<b>REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT</b> <small>For use of this form, see AR 310.34 the proponent agency is OCSOPS</small>		<b>2. TDA/JTA NUMBER</b> 5RW6CTAA
<b>1. NAME &amp; ADDRESS OF REQUESTING ACTIVITY</b> Cdr, 123d U.S. Army Reserve Command ATTN: XXXX-XXX 888 Lincoln Road Jackson, MS 39209		
		CCNUM: AR 1095 PARA: 016M
<b>SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION</b>		
<b>3. PROPOSED NOMENCLATURE</b> Sweeper Road Vacuum: truck mounted <span style="float: right;">1 each</span>		
<b>4. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS:</b> Sweeps and vacuums sand, pine straw and trash from installation roads, streets, and parking lots. Mounts on front of 5 ton stake body or dump truck and can be removed when the vehicle is required for other use.		
<b>5. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS:</b> N/A		
<b>6. DATE ITEM IS REQUIRED:</b> On hand.		
<b>SECTION II - REQUEST FOR LIN</b>		
<b>7. FULL NAME OF MFG.</b> Johnston Equipment, Inc.		<b>8. FSCM</b> 54548
<b>9. ADDRESS OF MFG.</b> 45 Walnut Ave., Clark, NJ 07066		
<b>10. MODEL NUMBER ASSIGNED BY MFG.</b> 400		<b>11. PART NUMBER ASSIGNED BY MFG.</b> ABC45110-3056
<b>12. NSN (if known)</b> N/A		<b>13. UNIT COST</b> \$93,195.77
<b>14. ATTACHED INFO:</b> <input checked="" type="checkbox"/> MFG BROCHURE <input type="checkbox"/> DRAWING <input type="checkbox"/> SPECIFICATIONS <input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> COMMAND EQUIPMENT SURVEY APPROVAL		
<b>15. DARCOM EXEMPTION FROM TYPE CLASSIFICATION RECEIVED</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, USAEARA LOG NUMBER: 87-0207-00		
<b>16. REMARKS:</b> Date received: 30 September 1993		
<b>17. IF FURTHER INFO IS REQUIRED CONTACT:</b> Donald F. Smith, Equipment Manager		
<b>18. ADDRESS:</b> Cdr, 123d ARCOM, ATTN: AFKB-RR-RM		
<b>19. AUTOVON</b> 333-1234	<b>20. COMMERCIAL</b> (608) 555-2234	<b>21. DATE</b> 1 November 1993
<b>22. SIGNATURE</b> 		<b>23. TITLE</b> LARRY P. JOHNSON COL, INF Commanding

DA FORM 4840-R, 1 JAN 80

Figure B-6. Sample 1 - DA Form 4840-R for LIN assignment of commercial nonstandard equipment

<b>REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT</b> <small>For use of this form, see AR 310.34; the proponent agency is DCSOPS</small>		2. TDA/JTA NUMBER 5RW6CTAA
1. NAME & ADDRESS OF REQUESTING ACTIVITY Cdr. 123d U.S. Army Reserve Command ATTN: XXXX-XXX 888 Lincoln Road Jackson, MS 39209		
CCNUM: AR 1095 PARA: 016M		
<b>SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION</b>		
3. PROPOSED NOMENCLATURE Sweeper Road Vacuum: truck mounted <span style="float: right;">1 each</span>		
4. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS: Sweeps and vacuums sand, pine straw and trash from installation roads, streets, and parking lots. Designed for mounting on front of 5 ton stake body or dump truck. It can be removed when the vehicle is required for other use.		
5. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS: U76754 - A vacuum is required as this item will not pick up sand or pine straw. There is no acceptable standard item in the supply system.		
6. DATE ITEM IS REQUIRED:		
<b>SECTION II - REQUEST FOR LIN</b>		
7. FULL NAME OF MFG. Johnston Equipment Inc.		8. FSCM 54548
9. ADDRESS OF MFG. 45 Walnut Ave., Clark, NJ 07066		
10. MODEL NUMBER ASSIGNED BY MFG. 400		11. PART NUMBER ASSIGNED BY MFG. N/A
12. NSN (if known) N/A		13. UNIT COST \$94,000.00
14. ATTACHED INFO: <input checked="" 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: N/A		
16. REMARKS: DCSLOG recommends approval of this request. Unserviceable towed sweeper on hand, does not have a vacuum and is not as efficient to operate as a truck mounted sweeper. The sweeper is required to clean 50 miles of installation roads and streets as well as five (5) parking lots. This could not be as economically accomplished without the sweeper. FY 88 BCE funds will be used for the procurement of this equipment.		
17. IF FURTHER INFO IS REQUIRED CONTACT: Donald F. Smith, Equipment Manager		
18. ADDRESS: Cdr, 123d ARCOM, ATTN: AFKB-RR-RM		
19. AUTOVON 333-1234	20. COMMERCIAL (608) 555-2234	21. DATE 1 June 1993
22. SIGNATURE 		23. TITLE LARRY P. JOHNSON COL, INF Commanding

DA FORM 4840-R, 1 JAN 80

Figure B-6. (continued) Sample 2 - DA Form 4840-R for type classification exemption



<b>RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS</b>						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE (a) 9 May 93
For use of this form, see AR 310-1, the proponent agency is the US Army Adjutant General Center.							
TO: (Forward to proponent of publication or form) (Include ZIP Code)						FROM: (Activity and location) (Include ZIP Code)	
THRU: (Command channels)						Commander	
TO: Commander, USARC, ATTN: AFRC-FDD						430th Engr Co	
(b) 3800 N Camp Creek Parkway SW						111 S. Main Street	
Atlanta, GA 30331-5099						Vicksburg, MS 39181	
<b>PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS</b>							
PUBLICATION/FORM NUMBER CTA 50-909 (d) Chapter 21						DATE (e) 1 Oct 92	TITLE Field and Garrison (f) Furnishing and Equipment
ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON <i>(Provide exact wording of recommended change, if possible).</i>	
(g) 1.	(h) 21-100	(i) NA	(j) 12345	(k) NA	(l) NA	(m) NOMENCLATURE: Use nomenclature in SB 700-20 if applicable. RECOMMENDED BOI: Should be broad enough to cover all users. RECOMMENDED ALLOWANCE: Indicate allowance for chapter to be changed. JUSTIFICATION: Include the following. (1) Reason change is required. (2) Benefit item will provide. (3) Cost savings/allowance for 1 year if applicable. Include computation. (4) Identify other like CTA items and why they will not meet the need. (5) If applicable items to be replaced in the CTA. (6) Any additional information to justify change. (7) Total requirements, cost per item, and total cost to implement change.	
*Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE (n) JOHN A. DOE CPT, QM, COMMANDER						TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (o) 112-444/4445	SIGNATURE (p)

DA FORM 2028

REPLACES DA FORM 2028, 1 DEC 88, WHICH WILL BE USED.

Figure B-7. Sample DA Form 2028 for CTA changes

**ORIGINATOR CHECKLIST FOR CTA CHANGE REQUESTS**  
(FORSCOM Pam 310-3)

Use entire check sheet. All responses should be "Yes", "No", or "NA" if "No" response to any questions, request is disapproved. If you have questions, call your installation Manpower, Equipment, and Documentation Division.

ITEM	YES	NO	NA
1. Have you correctly identified the requested item?	X		
2. Have you recommended the basis of issue; i.e., how many of the items should be authorized and which individuals, organizational elements or locations should be authorized the item?	X		
3. Have you described why you require it - factually, clearly, concisely and in sufficient detail to enable a reviewer not familiar with your organization's operations to understand your need for it?	X		
4. Have you described the benefit the item will provide if it is authorized; e.g., less time to perform a specific task, better accomplishment of a task, lower cost of operations (cost savings or cost avoidance), improved working conditions?	X		
5. If the benefit you describe is cost savings or cost avoidance, have you computed (and shown how you computed) the first full year benefit; i.e., figured the cost savings or cost avoidance in your unit (at UIC level) for one entire year?	X		
6. Have you identified the item(s) in the current CTA which is most like the item you need and explained briefly why it will not meet your need?	X		
7. Have you identified the items in the CTA that should be replaced by the requested item?	X		
8. Are items requested for addition to CTA 50-900 or CTA 50-909 nonexpendable? (Defined in para 7-2, AR 735-5 as personal property that is not consumed in use and that retains its original identify during the period of use. This includes all nonconsumable major end items authorized by DA recognized authorization documents listed in para 2-3 and items that have an ARC of "N" in the AMDF)	X		
9. If this is a commercial item does it cost more than \$50 and less than \$5,000?	X		
10. Is a manufacturer's brochure provided to identify each commercial item requested?	X		
11. If this request is for new items of clothing and individual equipment, has it met all the requirements in Chapter 3, AR 700-86 prior to submission for addition to CTA 50-900?			X
12. Do you believe that your need for this item and the benefit it will bring, as you have described, are compelling enough that the commander of your organization and the Army should spend taxpayer's dollars to buy it?	X		
13. Do you understand that if this request is approved, the approval cannot be used as a basis for requesting an increase in the funds allocated to the installation or organization and that the authorized item must compete with others for funds?	X		
TYPED NAME, GRADE OR TITLE JOE Q. DOE 1LT, QM, B Company	TELEPHONE AUTOVON 111-2222	COMMERCIAL (Area Code) 333-112-2222	SIGNATURE Joe Q Doe

**SAMPLE**

**B-8. Sample FORSCOM Form 137-2-R, Originator Checklist for CTA Change Requests**



**REVIEWER CHECKLIST FOR CTA CHANGE REQUESTS**  
(FORSCOM Pam 310-3)

*Use entire check sheet. All responses should be "Yes", "No", or "NA". If not, rework. If "No" response to any item, request should be returned to originator disapproved. If you have questions, call your installation Manpower, Equipment, and Documentation Division.*

ITEM	YES	NO	NA
1. Is the requested item required by a large number of organizations or individuals Army-wide? (Would not apply for such items as ceremonial, museum and historical holdings, etc.)	X		
2. Have you validated the requirement for the requested item and the benefit claimed?	X		
<b>SAMPLE</b>			
3. Are the requirement and benefit sufficiently compelling to warrant expenditure of presently allocated funds and if this item is authorized, do you believe that it should be allowed to compete for those funds.	X		
4. Based on your review of the request, do you agree with the answers the originator has given on the Originator's Checklist.			
	X		
TYPED NAME, GRADE OR TITLE JOHN C. SMITH LTC, QM, COMMANDER	TELEPHONE AUTOVON 111-1111 COMMERCIAL (Area Code) 333-112-1111		SIGNATURE <i>John C. Smith</i>

FORSCOM FORM 137-3-R, 1 FEB 88

8 1/2 x 11

**B-9. FORSCOM Form 137-3-R, Reviewer Checklist for CTA Change Requests**

LETTERHEAD

AFXX-XX-XX

MEMORANDUM FOR Commander, U.S. Army Reserve Command, ATTN: AFRC-FDD,  
3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099

SUBJECT: Request for TDA Authorization for Generator, Tool Kit, Elec, Tool Kit GM (Noncontrolled)

1. Reference AR 71-13, paragraph 2-39.
2. Request the noncontrolled equipment identified on enclosed DA Form 4610-R be approved for addition to TDA 5RW7BTAA, AR 2094.
3. The equipment requested and justification were reviewed and determined to be the minimum essential for mission accomplishment. Where applicable, equipment has been identified which could be deleted if this request is approved.
4. POC this headquarters is CPT Jones, AV 435-1234.

Encl JOHN R. DOE  
COL, IN  
Commanding

**Figure B-10. Sample request for noncontrolled equipment (memorandum of transmittal)**

LETTERHEAD

AFXX-XX-XX

MEMORANDUM FOR Commander, U.S. Army Reserve Command, ATTN: AFRC-FDD,  
3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099

SUBJECT: Request for Exemption from Type Classification Avwash Aircraft Cleaning System

1. Reference AR 71-13, paragraph 2-44.
2. Request the aircraft cleaning system identified in enclosure be exempted from type classification and authority granted for procurement.
3. POC this headquarters is CPT Jones, AV 435-1234.

Encl JOHN R. DOE  
COL, IN  
Commanding

**Figure B-11. Sample request for exemption from type classification (memorandum of transmittal)**

LETTERHEAD

AFXX-XX-XX

MEMORANDUM FOR Commander, U.S. Army Reserve Command, ATTN: AFRC-FDD,  
3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099

SUBJECT: Request for Assignment of Line Item Number (LIN) for Carbon Dioxide Storage Unit

1. Reference AR 71-13, paragraph 2-44.
2. Request a line item number (LIN) be assigned to the equipment identified on the enclosed DA Form 4840-R.
3. POC this headquarters is CPT Jones, AV 435-1234.

Encl JOHN R. DOE  
COL, IN  
Commanding

**Figure B-12. Sample request for LIN assignment (memorandum of transmittal)**



## Glossary

### Section I

#### Abbreviations

AC ..... Active Component  
AGR..... Active Guard/Reserve  
AOC..... area of concentration  
AOE..... Army of Excellence  
ALO..... authorized level of organization  
ASI ..... additional skill identifier  
ASIOE ..... associated support items of equipment  
AUGTDA.... augmentation TDA  
AUTH..... authorized  
BCE..... base level commercial equipment  
BOIP..... basis-of-issue plan  
CCNUM..... command and control number  
CTA..... common table of allowance  
CTU..... consolidated TOE update  
EDATE ..... effective date  
ERC ..... equipment readiness code  
FAS..... Force Accounting System (SAMAS Replaces)  
FTS..... full-time support  
FTSTDA ..... full-time support table of distribution and allowances  
ICP..... incremental change packet/interim change package  
ID..... identity code  
ITAADS..... Installation The Army Authorization Documents System  
ITOE..... intermediate TOE  
HQ ..... headquarters  
LIC ..... language identification code  
LIN ..... line item number  
LTOE..... L-Series TOE/Living TOE  
MACOM..... major Army command  
MOBTDA... mobilization TDA  
MOC..... management of change  
MOS ..... military occupational specialty  
MS-3 ..... Manpower Staffing Standards System  
MSC..... major subordinate command  
MTOE..... modification table of distribution and allowances  
NA ..... not applicable  
ODP..... Officer Distribution Plan  
ODCSFOR .. Office of the Deputy Chief of Staff, Force Development  
OI..... Organizational Integrator  
OPLAN..... Operations Plan  
OTOE ..... objective TOE  
PBG ..... Program Budget Guidance (SAMAS Replaces)  
REQ ..... required  
RC..... Reserve Component  
RMO..... Resource Management Office  
SAMAS..... Structure and Manpower Allocation System (Replaces FAS/PBG)

SGA .....standards of grade authorization  
SI.....skill identifier  
SQI.....special qualification identifier  
SRC .....standard requirement code  
SWCC .....Standard Work Center Code  
TAADS .....The Army Authorization Documents System  
TDA .....table of distribution and allowances  
TOE.....table of organization and equipment  
UIC.....Unit Identification Code  
USAFISA ....U.S. Army Force Integration Support Agency  
USARC.....U.S. Army Reserve Command  
VTAADS.....Vertical - The Army Authorization Documents System

### Section II

#### Terms

##### **administrative change**

Changes of an administrative nature that do not require creation of a new document. These are changes that do NOT place resource demands on HQDA for personnel, equipment or funds.

##### **augmentation TDA (AUGTDA)**

A Table of Distribution and Allowances document created to authorize additional personnel and equipment required for an MTOE unit to perform an added, non-TOE, peacetime mission. An augmentation TDA may contain civilian positions.

##### **authorization documents**

HQDA or proponent approved records that reflect personnel and equipment requirements and authorizations, in paragraph and line detail, followed by personnel and equipment recapitulations. Documents are MTOE, TDA, AUGTDA, MOBTDA, JTA and FTSTDA. TOE are not authorization documents but are the base from which MTOE are developed.

##### **authorized level of organization (ALO)**

The alpha or numeric code that establishes the authorized strength and equipment level for an MTOE unit. Authorization levels are set according to TOE levels or, when no corresponding TOE level exists, at a percentage of the TOE Level 1, as shown in MTOE required strength or at the type B or cadre structure of the base TOE.

##### **authorized manpower**

That part of the required manpower that can be supported by allocated manpower. It is provided in the authorized columns of current or projected authorization documents. Because of budgetary constraints, authorized manpower may be less than and will not exceed required manpower.

##### **B-Run**

Double spaced computer print-out of an authorization document. (Input Analysis Report (IARB)).

**base-level commercial equipment (BCE)**

TDA or JTA equipment that is not required by Army Regulation to be centrally managed and is therefore locally purchased. Equipment is Identified in SB 700-20, chapter 6. See AR 71-13, paragraph 2-42a, for more detail.

**basis-of-issue plan (BOIP)**

A planning or requirements document that lists specific TOE levels (1,2, and 3), TDA, JTA, Army Operational Projects or CTA in which a new item of materiel will be placed; the quantity of the item to be included in each organizational element; and other equipment and personnel changes required as a result of the introduction of the new item. The BOIP is not an authorization document.

**category**

Category for MTOE is determined by HQ TRADOC on the basis of the unit's mission, tactics, capability and normal employment. Category I units are further subdivided into types identifiable by SRC on the TOE file. Category I, type A units are documented "male only" with corresponding "male only" identity codes. Category I, type B and category II and III units are to be documented with male and female interchangeable identity codes. Exception to the male and female interchangeable remarks in the category I, type B, and categories II and III units is the "male only" AOC or MOS. (See appropriate AR 611-101, 611-112 or 611-201).

**cellular TOE**

A TOE designed using "teams" for a specific mission and to give force structure planners the flexibility to meet specific requirements. (See AR 71-31).

**change request package**

The input required to change an authorization document. The package includes Memoranda of Transmittal, checklists, DA Forms 2028, 4610-R or 4840-R and other supporting documentation.

**common table of allowances (CTA)**

A table that provides the approved basis of issue of common items of equipment that are required Army-wide. CTA items are not documented in TAADS.

**composite unit**

An MTOE unit composed entirely of cells or teams from cellular TOE.

**concept plan**

A detailed proposal by a proponent to structure new units or reorganize an existing unit(s).

**consolidated TOE update (CTU)**

A cumulative listing of all approved changes applied to a requirements document (TOE) since the last published CTU. The TOE master edit file is updated based on CTUs published semiannually by HQ TRADOC (April and October).

**controlled equipment**

Military or commercial materiel that, because of its funding, high cost or other selected criteria, is managed through centralized requirements and authorizations approval. All equipment in TOE and MTOE documents is

HQDA controlled. No increases or decreases to allowances in the required column can be made without HQDA approval. For TDA, equipment is controlled if the "CIC" column of SB 700-20 is coded "C". See SB 700-20, chapters 2 and 6.

**CTA item**

An item of material that can be authorized by a common or specific usage criteria and does not require documentation in TAADS and centralized computation of requirements by the Structure and Composition System (SACS).

**effective date (EDATE)**

The date on which an authorization document is applied to one or more units or when a specific action takes effect.

**exception from standardization - MTOE unit**

An HQDA-approved MTOE unit that deviates from section I, II or III of a base TOE. The exception must be HQDA-approved. The exception may be permanent, as in the case of a unit with an expanded or reduced wartime mission or may be temporary, as in the case of a unit to which personnel or equipment changes have been approved in advance of their publication in the TOE or during a period of transition from old to new equipment. A unit that includes special information not a part of the base TOE, such as remarks, ASI, LIC and so forth, is not an exception unit based solely on those differences. The exception may be in either requirements, authorizations, or both or may be on a line or LIN bases. Documenting fewer authorizations than requirements does not require an approved HQDA exception. The exception must be identified as "E" in the 13th position of the SRC.

**Force Accounting System (FAS)**

FAS is an automated data processing system maintained at HQDA. (Superseded by SAMAS).

**incremental change package/interim change packet (ICP)**

A doctrinally sound grouping of personnel and/or equipment changes based on other source documents which are applied to the base or incremental TOE to form the next evolutionary step toward the fully modernized TOE.

**Input Analysis Report (IAR)**

An ADP-generated report that lists the current and proposed changes to a document in a double line entry.

**installation TAADS (ITAADS)**

An extension of VTAADS down to subordinate installation designated by MACOM.

**levels of organization (TOE only)**

TOE normally prescribe three strength and equipment levels. Level 1 represents full requirements for sustained combat. Level 2 (approximately 90 percent of full TOE) and Level 3 (approximately 80 percent of full TOE) prescribe balanced organizational structures of reduced staying power in combat or ability to perform given workloads. TOE also prescribe Type B or Cadre organizational structures (see AR 71-13).

**line item number (LIN)**

A six-character alphanumeric identification for a generic nomenclature and of the line on which the generic nomenclature is listed in SB 700-20, the Army Master Data File (AMDF) and Army authorization documents.

**management of change (MOC) window**

A designated time period, (Jan-Mar and Jul-Sep), during which TAADS documents and document changes are submitted to HQDA. Proponent-proposed documents may be submitted at any time. MOC windows do not restrict the times when a unit may submit a change. These should be submitted as soon as a problem is identified.

**mobilization TDA (MOBTDA)**

An authorization document that shows the planned mobilization mission, organizational structure and personnel and equipment requirements for TDA units to be authorized under the Nondeployment Mobilization Troop Basis.

**modification table of organization and equipment (MTOE)**

An authorization document that prescribes the modification of a base TOE necessary to adapt it to the needs of a specific unit or type of unit and to perform an assigned mission in a specific geographical or operational environment. An MTOE does not contain civilian positions.

**nontactical wheeled vehicle (NTV)**

Vehicle used in support of general transportation services and facility and equipment maintenance functions not directly connected with combat or tactical operations.

**Program and Budget Guidance (PBG)**

A document used by HQDA to convey to commands and agencies the objectives, policies, standards, support services, obligation estimates and broad goals approved to meet requirements generated by the National military strategy. It provides a summary of military and civilian manpower allocations projected for the current, budget and all program fiscal years. (The PBG is incorporated in SAMAS)

**proponent**

The MACOM or Army staff agency responsible for developing and/or processing TAADS documents.

**required strength**

In an MTOE, represents the full wartime requirement and corresponds to the Level 1 or type B column of the applicable TOE including all changes published in CTU. TDA manpower requirements lists the requirements determined on the basis of missions, functions and workloads.

**standard requirements code (SRC)**

An alphanumeric code that identifies the base TOE and any variations. (See AR 71-13).

**standardization of MTOE units**

The organization of like-type units under the same MTOE, with organizational structure, personnel and equipment that match the appropriate TOE, without modification, unless approved by USAFISA (MOFI-DOC).

**standards of grade authorization (SGA)**

The standard established by HQDA and published in the AR 611-series for determining the appropriate grading based on position, number of personnel supervised and level of organization.

**Structure and Manpower Allocation System (SAMAS)**

SAMAS is a listing of all MTOE and TDA units in the Total Army (Active Army, Army National Guard and U.S. Army Reserve). SAMAS incorporates the PBG and FAS into one ADP system.

**substantive change**

A change to an authorization document that includes a demand for increased resources (personnel, equipment or funds) and may require a concept plan.

**table of distribution and allowances (TDA)**

An authorization document that prescribes the organizational structure and the personnel and equipment requirements and authorizations of a military unit to perform a specific mission for which there is no appropriate TOE. An AUGTDA is an authorization document created to authorize additional personnel or equipment or both to an MTOE unit to perform an added peacetime or non-MTOE mission. A TDA may contain civilian positions; an MTOE may not.

**table of organization and equipment (TOE)**

A table that prescribes the normal wartime mission, organizational structure and personnel and equipment requirements for a military unit and is the basis for an authorization document, the MTOE. The TOE is not an authorization document.

**tactical wheeled vehicles (TWV)**

Those vehicles used in direct support of combat or tactical operations, including vehicles in combat, combat support and combat service support TOE.

**The Army Authorization Documents System (TAADS).**

The TAADS is an automated system that supports the development and documentation of organizational structure, manpower and equipment needed to accomplish the assigned missions of Army units. The TAADS contains HQDA or proponent-approved documents that list manpower and equipment requirements and authorizations for one or more units. The MTOE, TDA, AUGTDA, MOBTDA, FTSTDA and JTA are products of TAADS.

**Vertical - The TAADS (VTAADS).**

An automated system that is an extension of TAADS and used by MACOM to accomplish the documentation mission.