

CHAPTER 2 - AUTHORIZATION OF PROPERTY

2-1. Management Policies. Acquisition of personal property will be accomplished in accordance with the guidance set forth in this and other applicable regulations. Commanders will ensure all property acquired from whatever source, to include excess, will have the proper authorization and justification documents developed and in place prior to obtaining the property. The authorization system as set forth in this regulation should not be confused with funding authorities, such as the Plant Replacement Improvement Program (PRIP). In addition to authorization requirements detailed within this regulation, property purchased under these categories must meet the regulatory and financial requirements of ER 1130-2-500. The authorization system set forth in this regulation does not replace procurement authorities, which take into consideration delegation authorities based on dollar thresholds, and it does not replace competition versus sole source procurement, or leasing.

2-2. Exceptions. Excluded from the policies in this chapter are contracts for architectural engineering; real property acquisition; maintenance and service contracts (lawn mowing, janitorial, etc.); contract students; medical studies; surveys; reports; utilities; contracts that do not include government-furnished property (GFP); and contracts initiated in support of other DOD/government agencies under a memorandum of agreement (MOA) or a memorandum of understanding (MOU).

2-3. Authorization Documents. All requisitions/requests for nonexpendable personal property must cite an authorization document from the listing below. (Requisition originators will enter the authorization data in the remarks data field of the requisition until CEFMS is modified with a new data field.) The property book will reflect this authorization. Nonexpendable personal property acquired for use within USACE will use the following authorization documents identified by type of procurement funds:

a. Authorization documents involving solely military-funded items:

(1) Table of Distribution and Allowances (TDA):

(a) A TDA is a document that prescribes the organizational structure, personnel and equipment requirements and authorizations of a command. TDAs are governed by AR 71-32.

(b) TDAs do not include:

- equipment authorized by Common Table of Allowances (CTA);
- equipment on hand through temporary loan;
- equipment on hand by lease or rental, unless it is a commercial-design general-purpose, passenger transport, or special purpose vehicle leased under AR 58-1, and rental equipment on temporary loan less than one year. Rental equipment that is purchased later and exceeds \$100,000 will be documented in the TDA;
- research, development, test, and evaluation (RDTE) equipment purchased with RDTE funds under AR 70-6, to include equipment purchased with other than RDTE funds but later reimbursed with RDTE funds. This exclusion does not include HQ DA-controlled equipment required for support of base operations at RDTE installations;
- repair parts, expendable or durable items;
- equipment procured from non-appropriated funds;
- prefabricated (re-locatable buildings), installed building equipment, other real property;
- locally fabricated items with a unit cost of less than \$200 which are site-unique;
- intelligence equipment exempt from type classification;
- equipment purchased through Defense Supply Services, Washington;
- equipment used for experiments and tests;
- secondary end items authorized or issued as components of equipment assemblages and sets; or
- any other items of property authorized by the authorization documents listed below.

(2) Emergency memorandum request (EMR): This is a HQ DA-approved item pending TDA documentation.

b. Authorization documents involving solely civil-funded items:

(1) The Civil Property Authorization Document (CPAD) is a document created by a specific USACE command that identifies plant equipment that is authorized to particular USACE commands. CPADs will be maintained for individual project/field offices and hand receipt accounts as appropriate. Only one CPAD will be maintained for projects with multiple hand receipt accounts. The CPAD does not eliminate the need to justify funds for Plant Replacement Improvement Program items. All plant, property and equipment, meeting the capitalization criteria, and purchased to serve more than one civil works project and/or multiple civil works appropriations will be acquired through PRIP. The CPAD also identifies all motor vehicles (as defined in ER 56-2-1). It does not include any of the equipment covered by CTAs or the ARs listed below. If a required item of property is not authorized in any other document listed in this regulation, it will be reflected in the CPAD. Each item authorized under the auspices of CPAD will have on file with the PBO a completed DA Form 4840, Request For Type Classification Exemption/LIN For Commercial Equipment (AR 71-32), in accordance with instructions in paragraph E-19, Appendix E, AR 71-32, and retained in accordance with paragraph 1-7, Chapter 1, of this regulation.

(2) The authorization "Flood Control and Coastal Emergencies" (FCCE) will only be used when purchasing property using appropriation 96X3125.

c. Authorization documents involving military- and/or civil-funded items:

(1) Common Table of Allowances (CTA): A document for items of common and specific use that cost less than \$100,000, and are required for Army-wide use. The purpose of the CTA is to authorize widely used items of relatively low dollar value in one document rather than documenting the items separately in each TDA, CPAD, etc.; therefore, items authorized by a CTA will not be further documented in the TDA or CPAD. A CTA item can be authorized for various purposes. CTA items are covered in:

(a) CTA Number 8-100, Army Medical Department Expendable/Durable Items;

(b) CTA Number 50-900, Clothing and Individual Equipment;

(c) CTA Number 50-909, Field and Garrison Furnishings and Equipment;

(d) CTA Number 50-970, Expendable/Durable Items (Except:

Medical, Class V, Repair Parts and Heraldic Items). See paragraph 3-4 for specific USACE requirements for systems furniture acquisition.

(2) Office furniture and furnishings for the National Capital Region - AR 1-39.

(3) Donated, conditional, or unconditional gifts of tangible personal property - AR 1-100.

(4) Prescription spectacles, contact lenses, and prescription spectacle inserts for use with protective masks - AR 40-63.

(5) Research, development, test, and evaluation (RDTE) property - AR 70-6. (This authorization can be used only if the activity is specifically authorized by TDA to perform an RDTE function.)

(6) Care and Disposition of Remains and Disposition of Personal Affects - AR 638-2.

(7) Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees - AR 670-10.

(8) Military Awards - AR 600-8-22.

(9) Civilian clothing for military individuals, special measurement clothing, and clothing for prisoners in Army installation confinement facilities and correctional training facilities - AR 700-84.

(10) U.S. Government National Credit Card for purchase of fuel, oil, and services for use in government vehicles and aircraft - AR 710-2.

(11) General officer pistol and flag - AR 725-1.

(12) Flags, guidons, automobile and aircraft plates, and tabards - AR 840-10 and ER 840-1-1.

(13) Historically significant items such as weapons, military equipment, articles of uniform or personal equipment, flags, and so forth - AR 870-20.

(14) Government-owned, contractor-operated (GOCO) contracts: These are considered authorization documents when they include nonexpendable or CTA equipment that the contractor requires to perform the contract. Requisitioning is authorized

once the equipment is included in the contract.

(15) Rental or lease contracts (R/L): These are considered authorization documents when contracts are for rental or lease of TDA equipment.

(16) Interim authorization approval (IAA): The IAA serves as a temporary authorization document pending inclusion of the requested items in the TDA or CTA. It authorizes items that are not yet type-classified with an identifying Line Item Number or National Stock Number.

(17) Supply catalog/component listing (SC/CL): The SC/CL contains the listing of components for those end items without technical manuals (TM). The SC/CL is used as an authorization document in the same way as TMs.

(18) Technical manual (TM)/maintenance or service manual: The Essential Repair Parts Stockage List (ERPSL), TM, or the commercial maintenance/service manual serves as the authorization document for those components, repair parts, special tools, and basic issue items that are not required to be type-classified, and that are required for the operation of the item authorized on the TDA, CPAD or CTA.

(19) Information Technology Investment Plan (ITIP): Information technology resources are authorized under the policies set forth by AR 25-1 and AR 71-9. Resource requirements must be coordinated through the local information management office, and be added to the Information Technology Investment Portfolio System (ITIPS) database.

(20) Additive operational project (AOP): This is an authorization to acquire materiel for the purpose of supporting specific operations, contingencies or war plans for specific geographic areas, and world-wide base development (AR 710-1).

(21) Local Commander Authorized Approval (LCAA): This is an authorization for a personal property item that is not covered under above sources, not qualified for inclusion on the TDA, and is required by the command. It will be documented using DA Form 4610-R, Equipment Changes in MTOE/TDA (AR 71-32), which will be kept on file with the PBO. It will be assigned a National Stock Number (NSN), a Commercial and Government Entity (CAGE) code with manufacturer's item identification number (MIIN), or, least desirable, a Management Control Number (MCN). It will be identified on the property book using equipment authorization "LCAA". The local commander may delegate a Major, a GS-12 or an

employee of equivalent grade or higher, as the authorizing official.

d. Mobilization Table of Distribution and Allowances (MOBTDA): A MOBTDA reflects the full mobilization mission, organizational structure, and personnel and equipment requirements for designated units. For an explanation of MOBTDA policy and guidance, refer to AR 71-32.

2-4. Additions to Authorizations. Equipment required in addition to current authorization allowances will be satisfied by whichever of these methods is the most appropriate:

a. Temporary loan. Requirements of equipment to be used less than one year should be satisfied by temporary loan procedures as outlined in AR 700-131.

b. Rental or lease of equipment. Rental or lease is authorized in lieu of purchase when the criteria in subpart 7.4 of the FAR, and the DFARS are met. Nonexpendable commercial equipment may be rented or leased for up to one year to cover emergency or temporary requirements when standard equipment is not available through government supply sources, or when the costs associated with equipment loans from government sources exceed the cost of renting or leasing the equipment. These rental agreements may not exceed one year without approval from HQUSACE. Aircraft must be rented IAW ER 95-1-1; specifically, for special purpose-use only (photography, mapping, etc.). This paragraph does not apply to transport vehicles, copying equipment, ITE, or civil-funded floating or land plant, as these require proponent approval, and are covered by other regulations, specifically:

(1) Lease or rental of general purpose and passenger transport vehicles - AR 58-1 and ER 56-2-1.

(2) Copying equipment rented or leased on a regular basis - AR 25-30.

(3) ITE rented or leased on a regular basis - AR 25-1.

(4) Authority for hire of floating plant, land plant and other construction equipment is covered by ER 1130-2-500.

c. Additions to the Civil Property Authorization Document (CPAD). Once the initial CPAD is approved for a USACE command, a request for an additional item will be accompanied with justification that identifies its intended use. Each item will have on file with the PBO a completed DA Form 4840, Request For

Type Classification Exemption/LIN For Commercial Equipment (AR 71-32), in accordance with instructions in paragraph E-19, Appendix E, AR 71-32, and retained in accordance with paragraph 1-7, Chapter 1, of this regulation. The CPAD does not eliminate the need to justify funds for Plant Replacement and Improvement Program items, but may be used to help support the priority for the item in competition for funds. Justification will also include a statement as to why like items presently authorized cannot accomplish the function. State any cost savings or other benefits to be obtained, or, if higher costs are involved, why funds should be expended. Identify the specific impact on the activity if the item is not obtained. If the item is to replace an item presently authorized, include a request for deletion of the presently approved item. PRIP-funded items may use PRIP Plant Item Justification Sheet, ENG Form 4943-R (ER 1130-2-500), for documentation of justification. Line items approved by Congress are considered to be properly authorized, and are, therefore, exempt from the approval authorities of this paragraph. Approval level for all other personal property is listed below. Approval will be based on whether the justification fully and completely supports the request. Requests for authorizations must not be split to avoid dollar limitations.

(1) For items \$500,000 or less, the approval authority is the district commander, who may further delegate approval authority for items less than \$50,000 (or portions thereof) to field office supervisors as appropriate.

(2) For items more than \$500,000, but less than \$750,000, the approval authority is the MSC commander. Requests will be forwarded through logistics channels.

(3) For items \$750,000 or more, approval authority is HQUSACE. Requests will be forwarded to ACSLOG, for coordination with the appropriate HQUSACE proponent(s). Requests for items over \$750,000 must have congressional approval.

d. Additions to Common Tables of Allowances (CTA). When a command determines an addition is required to the CTA, such request will be forwarded through command channels to ACSLOG for action. A request for an increase in allowance must identify benefits and whether the cost increases may be offset by changes elsewhere.

e. Additions to Tables of Distribution and Allowances (TDA). After the establishment of an initial TDA, changes must be approved by the HQUSACE and/or U.S. Army Force Management

Support Agency (USAFMSA). Requests for changes will be submitted as a memorandum request or emergency request to ACSLOG. This applies to equipment required on a continuing basis (one year or more).

(1) The Base-level Commercial Equipment (BCE) Program identifies requirements for new, commercially available, nonstandard items. BCE is an investment end item costing \$100,000 or more that is not centrally purchased or managed by DA. The process to obtain guidance and authorization to include BCE on the TDA is contained in AR 71-32. Requests for BCE to be included on the TDA will be forwarded to ACSLOG. Requests for funding for BCE will be forwarded to the Office of the Deputy Chief of Staff for Resource Management.

(2) AR 71-32: This authorizes items to be placed on the TDA for which there is no satisfactory Army standard item; or those items which are awaiting assignment of National Stock Number and Line Item Number (LIN). These items do not require assignment of a LIN, and require only Management Control Number (MCN) identification on the property book.

(3) Information technology (IT) is a material requirement and, as such, is identified in the IT Capital Planning process. Under IT Capital Planning, IT material requirements are entered into the IT Investment Portfolio System (ITIPS) database. Once entered, the IT material requirement becomes part of the organization's IT Investment Portfolio, which generates the organization's IT Investment Plan. An organization's IT Investment Plan is validated by the organization's Chief of Information Management (CIM), Director of Information Management (DIM) or Chief Information Officer (CIO) appropriate to the acquisition authority delegated to the organization. It is approved for acquisition by the organization's commander through the IT Investment Decision process. Actual funding is provided via the budget process. The ITIPS number assigned to the IT material requirement is considered its authorization, and allows the organization to procure the item(s) and add them to the TDA/TOE. (Within CEFMS, no requisition for IT can be approved without first entering the ITIPS number on it.)

(4) Memorandum request (MR) additions to the TDA.

(a) The requesting command will prepare DA Form 4610-R, Equipment Changes in MTOE/TDA (AR 71-32). Each part must be completed. "NA" will be used when the part is not applicable. Only one paragraph or subparagraph number from Section II of the TDA should be listed for an item. The cost of the item should also be noted.

(b) In addition to DA Form 4610-R (AR 71-32), the requesting command will prepare a memorandum justifying the request. Each item requested will be justified as to the function it will serve and how it will be used. The justification will describe the functional use of each requested item, explain why like items presently authorized are not adequate, and indicate the adverse impact on the command if requested items are not obtained. Refer to AR 71-32 for detailed procedural guidance. The memorandum and DA Form 4610-R (AR 71-32) will be forwarded through command channels to ACSLOG.

(c) ACSLOG will prepare an endorsement to the memorandum and assign a command log number to be used for audit purposes. If a memorandum is returned by HQUSACE or USAFMSA for reasons other than disapproval, ACSLOG will assign a new command log number. The command log number will be sequential; for example, CE01-99, CE02-99, CE03-99, etc.

(d) Excluded from MR procedures is equipment that requires approval under AR 25-1, AR 25-30, and AR 750-43.

(5) Emergency request additions to the TDA. This is for a requirement so urgent that it cannot be processed under the memorandum request procedures above. Such requests for an increase in the TDA will be forwarded via message or electronic mail to ACSLOG for subsequent USAFMSA approval. Requisitions will not be submitted until the emergency request authorization is approved. Refer to AR 71-32 for detailed procedural guidance.

(6) Command review. Command involvement is of vital importance to ensure that only minimum mission essential equipment is authorized. Review procedures will be established to ensure the need before requesting an item. At the initiating level, the commander involved will explore all feasible alternatives prior to the submission of a memorandum. When, in the commander's opinion, the item desired is the most efficient and cost-effective to accomplish the mission, he will initiate the memorandum request. It will be forwarded over the commander's signature to the MSC commander who will personally review the request prior to forwarding it through normal administrative channels to ACSLOG for inclusion in the TDA.

(a) When a request for a commercial item is being processed, the reviewing commander will compare the commercial item cost with that of the related standard adopted item, determine whether it is more cost-effective to lease or purchase, and select an alternative (such as a change in operating

procedures), when possible, that will eliminate the need for the requested piece of equipment.

(b) Commanders will review the need for all equipment during each annual inventory. Equipment will be turned in when no longer needed, using normal supply procedures, and appropriate documentation changes will be initiated.

f. Equipment for government-owned/contractor-operated (GOCO) activities. If additional equipment is required to be furnished by the government after a contract has been awarded, the contract must be modified to include the equipment.

2-5. Deletions from Authorizations. Generally, a deletion from an authorization is processed at the same level as a respective authorization approval. Specifically, the following applies:

a. CPAD. Deletion of authorization requires the same level of approval required by additions.

b. TDA. Using DA Form 4610-R (AR 71-32), submit request through command channels to ACSLOG.

c. CTA. If a CTA item becomes excess, hand receipt holders do not need authorization to delete the item from their hand receipt account, but normal turn-in procedures must be followed.

2-6. Changes to Authorizations. "Changes" are defined as neither additions nor deletions to an authorization, but as replacement of approved items with different items.

a. CPAD. Changes require the same level of approval as additions and are documented in the same manner. A request to delete an item will be submitted along with the request for change.

b. TDA. Changes require approval of HQUSACE or USAFMSA. Using DA Form 4610-R (AR 71-32), a change request will be submitted to ACSLOG through command channels.