

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC Supplement 1
To AR 71-32

24 March 2000

Military Publications

Force Development and Documentation -- Consolidated Policies

The Commander, USAMC Installations and Services Activity
(AMC I&SA), ATTN: AMXEN, Rock Island, IL 61299-7190, prohibits
local supplementation of this regulation without prior approval.

AR 71-32, 3 Mar 97, the supplement is as follows:

Page 1, paragraph 1-1, Purpose. Add subparagraph c.

c. This supplement assigns responsibilities and prescribes
policies and procedures for installations and activities within
HQ AMC.

Page 11, paragraph 2-38, Common table of allowances (CTA)
functional proponents. Add subparagraph e.

e. The Commander, AMC I&SA, is responsible for the review
of all Common Tables of Allowances (CTA) areas of interest for
AMC activities.

Page 22, paragraph 6-18, Installation TDA. Add subparagraph c.

c. Document all equipment, controlled and noncontrolled in
SB 700-20, in section III, TDA and request controlled equipment
DA Form 4610-R, IAW paragraph E-3, basic regulation. This
includes all Major Army Command (MACOM) approved (MAPP) and
Base-Level Commercial Equipment (BCE) items.

*This supplement supersedes AMC Supplement 1, 10 Mar 92, to
AR 71-13, 3 Jun 88.

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Page 25, paragraph 6-31, Temporary loan for noncontinuing requirement. Add the following to the end of the paragraph:

All requests for loaned equipment shall be endorsed by the Major Subordinate Command (MSC) Equipment Manager (EM) and tracked for loan reporting requirements.

Page 25, paragraph 6-33, Emergency request for continuing requirements. Add the following to the end of the paragraph:

Forward emergency requests for HQDA-controlled equipment items through Commander, AMC I&SA, ATTN: AMXEN-L, to U.S. Army Force Management Support Agency (USAFMSA).

Page 27, paragraph 6-48. IMA equipment. On line 6 add the following after "document".

(approved Capability Request (CAPR) or Mission Need Statement (MNS))

Page 27, paragraph 6-49, RDTE equipment. Add subparagraphs c and d.

c. Project Managers will provide the EM with a list of equipment on the master plan for each project. The EM will verify the list with equipment requisitions against project specified.

d. Authorize equipment procured with RDTE funds for a specific project in Defense Property Accountability System (DPAS) by RDP (Project Number). Upon termination of the project, authorize items for another project or turn in as excess.

Page 28, paragraph 6-52, IPE. Add the following before the note:

Include in the TDA, equipment required for the support of AMC installations and depot supply operations.

Page 29, paragraph 6-55e. Add the following subparagraphs:

(1) The Government EM and/or Property Administrator (PA) at each Government-Owned Contractor-Operated (GOCO) will validate

requirements for additional equipment and forward those requirements to the applicable MSC for approval. Screen availability of equipment through Command channels to AMC I&SA, AMXEN-L.

(2) For Cost-Plus Award Fee Contracts: Following contracting officer's approval, during the next Management of Change (MOC) window, add equipment to the TDA, citing the contract number as the authority for addition. Forward a copy of the contracting officer's approval with the submittal documents. This will apply to all equipment. Forward Nontactical Vehicle (NTV), Material Handling Equipment (MHE), Commercial Construction Equipment (CCE), and rail to AMXEN-L for screening and coordination with the appropriate integrated materiel management center prior to acquisition.

(3) For Firm-Fixed Price Contracts: Following contracting officer's approval, during the next MOC Window, delete equipment, as applicable, to the TDA, citing the contract as the authority for the deletion. Forward a copy of the contracting officer's approval with the submittal documents.

Page 29, paragraph 6-55h. Add the following:

For Cost-Plus Award Fee Contracts as a minimum, reconcile the GOCO installation TDA annually with the property records by the EM/PA. Submit the change to the TDA during the next MOC window period following the reconciliation.

For Firm-Fixed Price Contracts reconcile the GOCO installation TDA at contract closeout. Contracting officers shall not offer equipment as GFE during contract solicitation unless on hand or funding is identified for procurement as government-owned property by the contractor.

Page 31, Add paragraph 6-66c, AMC Installations/Activities.

Commanders of AMC installations/activities will--

a. Report excess equipment IAW AMC-R 755-9 and above regulations.

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b. Make changes to TDA IAW basic regulation for reductions and redistributions. HQDA controlled equipment will not be added without prior HQDA approval.

c. Maintain a record of action taken, to include resulting TDA adjustments. Retain backup files until completion of the HQ AMC evaluation and review.

Page 31, paragraph 6-70, Exemptions. Add the following to the end of this paragraph.

(NOTE: The EM will monitor all categories of equipment listed in this paragraph that are exempt from utilization data collection by walk-through utilization procedures. (Exception; collect utilization data for newly procured equipment, for maintenance purposes only, (not for retention), on those items requiring maintenance scheduling by miles, hours, or days, as specified by manufacturer, until expiration of warranty; then utilization data collection not required and maintain equipment per applicable TMs.)

Page 32, paragraph 6-71. Add subparagraphs o and p.

o. Installations/activities will establish procedures to ensure turn-in or transfer of excess equipment identified by the equipment survey teams within the timeframe established by the survey team.

p. Report underutilized equipment as excess and delete from authorization documents and property book, unless justified for retention or an economical analysis (cost comparison, if single item) per AR 11-18, or as job peculiar. (NOTE: This doesn't include one-of-a-kind.)

Page 33, paragraph 6-73b, CTA policies. Add the following:

The local Commander can utilize Local Commander's Authority (LCA) per basic regulation when--

(1) An installation and/or activity requires a CTA item with a standard Line Item Number (LIN), but their requirement exceeds authorized allowances cited in the basis-of-issue. Installation will take action in accordance with AR 71-32 to

prepare a change package to request the Basis of Issue be changed with complete justification and rationale and forward through Command channels to AMC I&SA, AMXEN-L, for review prior to forwarding to USAFMSA for approval.

(2) The Commander has determined the CTA item does not meet the installation's mission requirements, and commercial nonstandard items are necessary. If requirement is for local purchase and does not have a non-standard LIN listed in the CTA, initiate above action. In addition to preparation of DA Form 2028, you will include a complete justification. Request must contain the manufacturer's brochure, dollar cost, and recommended BOI. Request must also contain recommended Table of appropriate CTA. If approved, USAFMSA will request assignment of NSLIN for inclusion in the appropriate CTA.

Page 34, paragraph 7-1b(2), TAADS-R. Add the following:

NOTE: A select few AMC installations utilize Block IIM while all others utilize the AMC Automated Manpower Management Information System (AAMMIS).

Page 34, paragraph 7-2c, System users. Add the following:

The AMC installations create, modify and process TDA authorization documents using AAMMIS. Instructions for the use of AAMMIS are found in the AAMMIS End Users Manual, ADSM18-LOA-KAM-ZZZ-EM.

Page 34, paragraph 7-3, System description. Add the following subparagraph:

g. The AMC designed AAMMIS, which is AMC unique, to gather, define, automate, and store common manpower management/force development information.

Page 37, paragraph 7-14f, Requirements for authorization documents and permanent orders. Add subparagraph (5) after subparagraph (4):

(5) Equipment approved by Memorandum Requests (MR) processed IAW basic regulation.

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Page 46, paragraph 8-29b(1), Submission of documents and changes to documents. Add the following to the end of the paragraph:

The AMC installations will explain all equipment changes made to TDA documents utilizing AAMMIS. This provides a clear audit trail.

Page 47, paragraph 9-6k, Development of MOBTDA. Add the following to the end of the paragraph:

Document only the minimum essential equipment quantities required according to basic regulation. Utilize commercial equipment whenever possible. Document the latest adopted item of military equipment as listed in SB 700-20.

Page 59, paragraph D-16b, COMSEC equipment. Add the following to the end of the paragraph:

Don't document tactical communications equipment in AMC activities' TDA when you can obtain commercial equipment.

Justification for tactical communications equipment (equipment listed in chapter 2, SB 700-20) must state the exact requirement and the specific tactical equipment's capability to fulfill that requirement, along with a statement that no commercial equipment is available to perform this function.

Page 59, paragraph D-20, Facilities engineering M&S equipment. Designate first paragraph as a. and add paragraph b.

b. If tenant activities require use of M&S equipment, an Interservice Support Agreement (ISA) will specify that tenant will comply with all requirements and regulations set forth on the host installation by the MACOM.

Page 60, paragraph D-23a, Generators and Uninterruptible Power Supply (UPS) units. Add subparagraph (6).

(6) Accomplish all requests for type classification exemption or purchase authority by an "approval for deviation" from the Department of Defense (DOD) standard generators by the Project Manager, Mobile Electric Power (PM-MEP), per chapter 3, AR 700-101.

Page 60, paragraph D-29a, MHE. Add the following to the end of the paragraph:

The ISA will specify that tenants will adhere to all requirements and regulations set forth on host installation by the MACOM.

Page 62, paragraph D-46, Policies. Add the following:

Coordinate requests for additions/changes to aviation equipment authorizations with the HQ AMC Aviation Office, ATTN: AMCLG-OP, by AMC I&SA, prior to forwarding to USAFMSA, for a functional staff review.

Page 62, paragraph D-46c(4), Policies. Add the following to the end of subparagraph (4).

Send requests for authority to lease an aircraft, with full justification, through Command channels and AMC I&SA to HQ AMC Aviation Office, ATTN: AMCLG-OP, for verification prior to forwarding to HQDA (DAMO-FDV).

Page 66, paragraph D-58e, General. Add the following: to line six after the word "justification".

Include idle and nonavailable days with actual usage.

Page 69, paragraph E-2a, Special Instructions. Add the following subparagraphs:

(1) The AMC activities will prepare separate DA Form 4610-R, for aviation, tactical vehicles, NTV, weapons, equipment specified as BCE MAPP in SB 700-20, cryptographic equipment, and include each functional paragraph affected in the TDA.

(2) Coordinate the MR with the unit's equipment management and force development elements and forward through channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-L, Rock Island, IL 61299-7190.

Page 70, paragraph E-3, MR procedures. Add the following after first sentence:

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(NOTE: The AMC I&SA has primary responsibility for furnishing guidance and direction in the processing of MR for subordinate elements.)

Page 70, paragraph E-3a, MR Procedures. Add subparagraphs (7), (8), and (9):

(7) The AMC I&SA (AMXEN-L) will process MR, using the checklist in paragraph E-4, or return through channels to the initiator with the reason for return. Approved MRs receive an assigned log number, are coordinated with commodity managers as required; and forward to Director, Authorizations Documentation Directorate, U.S. Army Force Management Support Agency (USAFMSA), ATTN: MOFI-FMA-CT, 9900 Belvoir Road, Suite 120, Fort Belvoir, VA 22060-5578. The BCE MAPP items also receive assigned log numbers.

(8) The AMC I&SA (AMXEN-L) will coordinate requests for addition/changes to TDA equipment in support of installation security, with the HQ AMC Provost Marshal Office (AMCPE-S), prior to forwarding to USAFMSA for functional staff review.

(9) All AMC activities will provide three copies of DA Form 4610-R through command channels to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-L, Rock Island, IL 61299-7190.

Page 70, paragraph E-3b(2). Add subparagraph (c).

(c) Indicate the Equipment Readiness Code for Modification Tables of Organization and Equipment (MTOE) per paragraph B-1, Appendix B, AR 220-1.

Page 70, paragraph E-4b, MR preparation guidelines. Add subparagraph (5).

(5) Onhand and not authorized equipment must have the acquisition source stated. Include loan agreement number if onhand equipment is currently on loan.

Page 74, paragraph E-19, Instructions for completing DA Form 4840-R for TCE, NOTE. Add the following:

4. All AMC activities will provide three copies of DA Form 4840-R through channels to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-L, Rock Island, IL 61299-7190.

Page 74, paragraph E-20, Instructions for completing DA Form 4840-R for obtaining NSN and SLIN, NOTE. Add the following NOTE:

NOTE:. All AMC activities will provide three copies of DA Form 4840-R through channels to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-L, Rock Island, IL 61299-7190.

Page 78, paragraph F-6, Job-peculiar equipment. Add the following:

NOTE: The AMC established minimum and objective usage standards and the basis for computation of applicable standards:

1. Basis - Operational Days

	Percentage Standards	
	MIN	OBJ
Truck, Telephone Maint 5-10,000 GVW	80	90
Truck, Maint Utility below 7,000 GVW	80	90
7-10,000 GVW	80	90
11-21,000 GVW	80	90
Truck, Maint, Line Construction		
14-21,000 GVW	30	50
22-36,000 GVW	30	50
Servicing Platform, Truck Mounted		
Up to 19,000 GVW	20	35

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	20-39,000 GVW	20	35
	40,000 GVW	15	25
Truck, Hopper Coal		15	25
Truck, Refuse Collection and Truck, Dump			
	Up to 19,000 GVW	50	70
	20-40,000 GVW	50	70
	41-51,000 GVW	50	70
Truck, Material Hdlg Cost Hoist			
	21,000 GVW	30	50
	22-33,000 GVW	30	50
	51,000 GVW	30	50
Truck, Refuse Cont Hdlg		50	70
Truck, Dump 15 Ton and up		15	25
Truck, Tank Sludge Removal		15	25
Body, Refuse Collection		-	-
Body, Refuse Collection Self Load & Comp		50	70

2. Accomplish and maintain IAW AR 11-18 an economic analysis (cost comparison, if single item), for the remaining items at paragraphs F-6 b, c, d, e, g, h, i, j, k, l, o, and u unless:

(a) Items exempted from utilization collection per paragraph 6-70, basic regulation and approved Equipment Utilization Management Plan (EUMP).

(b) The AMC I&SA has approved a locally developed standard EUMP.

Page 78,79 and 80, Tables F-1 through F-9. Add the following:

* The AMC I&SA establishes usage percentages at 65 percent minimum and 100 percent objective for all equipment listed in Tables F-1 through F-9 for their subordinates unless their approved EUMP states otherwise.

Page 80, Add the following: Table F-10, Materials Handling Equipment (MHE) (operational days). Add the following (NOTE: AMC still requires their subordinates to collect usage on MHE.):

Basis: Days

ECC: PA

Equipment: Crane truck warehouse

Use percentage standards: Minimum, 65; Objective, 100

ECC: PB

Equipment: Truck forklift electric

Use percentage standards: Minimum, 65; Objective, 100

ECC: PC

Equipment: Truck forklift GED

Use percentage standards: Minimum, 65; Objective, 100

ECC: PI

Equipment: Truck forklift DED

Use percentage standards: Minimum, 65; Objective, 100

ECC: PE

Equipment: Tractor wheeled warehouse

Use percentage standards: Minimum, 65; Objective, 100

ECC: PF

Equipment: Truck straddle carry

Use percentage standards: Minimum, 65; Objective, 100

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Page 80, paragraph G-1a, Procedures for AMC Equipment Utilization Management Plans. On line 4 after "disapprove the plans." Add:

Once AMC I&SA approves your plan and you wish to deviate from this plan, you must obtain approval from AMC I&SA, ATTN: AMXEN-L, prior to implementation.

Page 80, paragraph G-1b(1), Procedures for AMC Equipment Utilization Management Plan (EUMP). Add the following after the first sentence:

When submitting EUMP for approval and you're going to use statistical sampling as a method to determine utilization, you must explain your standard (i.e. ANSI 27.1, MIL-STD 401E, etc.) and formulas for your statistical sampling methodology and confidence level.

Page 81, paragraph G-3a, Walk-through usage review procedures. Add the following to the end of the paragraph:

Select equipment for review based on its designated utilization criteria, utilization records, and your approved EUMP. Select equipment, which has the utilization criteria as "walk-through 100 percent" for your review. If your approved EUMP designates a statistical sampling for walk-throughs, this category of utilization AMC I&SA considers as a single population. When using statistical sampling for walk-throughs the selection and review of your equipment designated as walk-through utilization must provide a confidence level of 90 percent or higher for this utilization category.

Page 81, paragraph G-3c (3). Add subparagraphs (4) through (6).

(4) Accomplish equipment utilization walk-through reviews at all levels in the chain of command to help the equipment management program function in a satisfactory manner. Activities with a military deputy director/commander may perform the same duties as the director/commander of the Activity.

(5) Commanders of MSCs and commanders/directors of Separate Reporting Activities (SRA) should conduct equipment utilization walk-throughs at least twice a year. Accomplish those reviews in conjunction with other scheduled visits.

(6) The MSC EM should review equipment utilization on a monthly basis for equipment at the MSC HQ. The MSC Command Equipment Management Program Review (CEMPR) will suffice for the requirement.

Page 81, paragraph G-3e(3). Add the following after the first sentence:

Identify all items of equipment observed during the walk-through. You may accomplish this by utilizing a copy of the Hand Receipt (HR) for the area reviewed. For those activities on DPAS, utilization of report Program Control Number DP8D271R, Walk-Through Utilization Review, is acceptable. This report lists all items having a "W" in type utility code. You must review items coded with a "W" utility code at least annually.

It provides the EM the capability to review those items in HR number sequence and provides visibility of items during walk-throughs. Items listed on the HR and reviewed during the walk-through you may highlight or designate by means of a check mark beside the item. The annotated HR or DPAS report becomes a part of the walk-through report. If you don't utilize this method, you must identify all items observed in the report body (Figure G-1).

Page 82, paragraph G-4, Command supplement implementation. Add the following to the end of the paragraph:

Report to the installation/activity EM for appropriate action equipment not required by the customer for a future program. Report customer-owned equipment to the customer for disposition upon completion of a specific program. Don't retain this without supporting justification and authorization. Dispose of equipment IAW AMC-R 755-9.

Page 84, Appendix J, Approval authority for document changes. Add the following to the end of the paragraph:

The AMC I&SA further delegates the approval authority to their subordinate elements on increasing noncontrolled equipment in TDA Sections III and III supplement if satisfying the requirements of AR 70-1, para 1-7 and this regulation; decreasing equipment authorization for MTOE/TDA units not reporting according to AR 220-1; and adding, increasing, or

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decreasing GOCO equipment authorizations in TDA to agree with an obligating contract and requires a signature block & proponent statement.

The proponent of this supplement is the United States Army Materiel Command Installations and Services Activity (AMC I&SA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, AMC I&SA, ATTN: AMXEN-L, Rock Island, IL 61299-7190.

FOR THE COMMANDER:

CHARLES S. MAHAN, JR.
Major General, USA
Chief of Staff

CAROLYN GEBRE
Acting Chief, Printing and
Publications Branch

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AMC I&SA/AMXEN (50)

S: 1 Sep 98

AMXEN-L (71-32c)

1 Aug 98

MEMORANDUM FOR (Commander's Office Symbol)

SUBJECT: Equipment Manager's Monthly Walk-Through Usage Review

1. Purpose: To assist the commander in evaluating the efficient utilization of all assigned equipment, to pool underutilized equipment, and to turn-in equipment excess to the installation's mission requirements.

2. Itinerary: Building 60, hand receipts 45, 67, 99, 102, and 106.

3. Date of Review: 30 Jul 98

4. Individuals Conducting the Review:

a. Mr. Paul Smith, Equipment Manager

b. Ms. Stella Wagner, Equipment Specialist

5. General Remarks:

a. Housekeeping in all areas is satisfactory.

b. We reviewed 99 pieces of equipment.

c. We inspected eight items of test, measurement, and diagnostic equipment for condition and current calibration and found them satisfactorily maintained.

d. We reviewed IMPAC/DoD Purchase Card log. User purchased 5-each training instances; 21-ach consumable items; and 6 non-expendable items. Consumption appeared appropriate; CAPRs were on-hand for 6 laptop computers and bar codes were applied.

Figure G-1

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AMXEN-L

SUBJECT: Equipment Manager's Monthly Walk-Through Usage Review

6. Equipment redistributed, pooled, and excess is at enclosure 1. We directed the Hand Receipt Holders (HRH) to prepare the necessary paperwork.

a. Four items redistributed at a cost of \$1,813.

b. Five items pooled costing \$1,568.

c. One item excessed costing \$15,800.

7. Recommendations:

a. The HRHs will provide all directed actions in writing, by the suspense date.

b. We will review the actions by the HRH for completion, as part of the next walk-through usage review.

c. This office will continue to strive for a more effective program.

Encl

PAUL SMITH
Equipment Manager

Figure G-1 (Cont)

ITEMS REVIEWED

<u>NOMENCLATURE</u>	<u>NSN</u>	<u>QTY</u>	<u>HR#</u>
Cabinet, Filing	7460-00-292-9224	10	45
Camera, Pentax	6720-00-X00-8012	15	45
Heater, Electric	4520-00-X02-4036	20	67
Accelerometer	6625-00-X01-7172	1	67
Oscilloscope	6650-00-999-2234	7	99
Typewriter	6620-00-786-9834	4	99
Truck, Forklift	3930-00-459-8878	25	106
Truck, Pallet	3930-00-998-0457	17	106

ITEMS REDISTRIBUTED

		<u>QTY</u>	<u>\$ COST</u>
Cabinet, Filing	7460-00-292-9224	2	669.00
Camera, Pentax	6720-00-X00-8012	1	184.00
Heater, Electric	4520-00-X02-4036	1	960.00
		<hr/>	
		4	1,813.00

ITEMS POOLED

		<u>QTY</u>	<u>\$ COST</u>
Accelerometer	6625-00-X01-7172	3	24.00
Oscilloscope	6650-00-999-2234	1	1,025.00
Typewriter	6220-00-786-9834	1	519.00
		<hr/>	
		5	1,568.00

ITEMS EXCESSED

		<u>QTY</u>	<u>\$ COST</u>
Truck, Pallet	3930-00-998-0457	1	15,800.00

Figure G-1 (Cont)