

**AUTHORIZATION PROCESS
FOR
NONEXPENDABLE PERSONAL PROPERTY**

1. References:

- a. ER 700-1-1, Logistics - USACE Supply Policies and Procedures, 1 Dec 95
- b. AR 71-32, Force Development and Documentation -- Consolidated Policies, 3 Mar 97
- c. CG Memo, 14 Apr 98, subject: Personal Property Accountability
- d. CELD Memo, 14 Apr 98, subject: Personal Property Accountability Standard Business Process
- e. EIG Inspection Report on Property Accountability, 30 Jun 99.

2. GENERAL GUIDANCE.

a. Acquisition of personal property for use by the USACE will be accomplished in accordance with the guidance set forth in above references. Based on reference 1e and review of Automated Personal Property Management System (APPMS) databases during Command Staff Inspection visits, the CG has reemphasized that 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. All requisitions/requests for nonexpendable personal property must cite an authorization document from the listing provided in above references.

b. Commanders will ensure that the APPMS database reflects a valid entry in the property authorization field for every item. The APPMS program may be queried to produce reports that identify the authorization data entry (or data void) for every item. Data voids will require action to determine proper authorization source document for entry into the database. All data entries will be compared to the valid list of authorization documents contained in above references. Entries that do not match one of these authorization sources will be corrected. This is an ongoing quality assurance/quality control process that requires constant review at point of requisition, during annual inventories, and as part of the Command Supply Discipline Program. This will also be an item of continuous review during Command Staff Inspections at each echelon.

3. AUTHORIZATION SOURCE DOCUMENTS. Summary of authorization documents by type of procurement funds is shown below.

a. **Military- and/or civil-funded items.** The majority of USACE items fall under Common Tables of Allowances (CTAs) and other source documents (specific regulations and publications) containing allowances for various types of nonexpendable personal property.

(1) A CTA is an authorization document for items of materiel costing less than \$100,000 which are required for common Army-wide use by individuals, Mobilization Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), or Joint Tables of Allowances (JTA) units and activities to include USACE civil funded elements. Army-wide use is defined as required by more than one unit or its organizational elements, facilities, activities or individuals (except items in CTA 50-909, Table 73, which are one-of-a-kind for ceremonial units.). CTAs authorize widely used items of relatively low value in one document rather than documenting the items separately in each MTOE, TDA, or JTA, etc. The property book will show the specific CTA (e.g., CTA50-909) based on the type of property. When an addition is required to the CTA, a request will be forwarded through command channels to HQUSACE ACSLOG for action. A request for an increase in allowance must identify benefits and whether the cost increases may be offset by changes elsewhere. The most common CTA documents are shown below.

- CTA Number 8-100, Army Medical Department Expendable/Durable Items;
- CTA Number 50-900, Clothing and Individual Equipment;
- CTA Number 50-909, Field and Garrison Furnishings and Equipment;
- CTA Number 50-970, Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items). Acquisition of new items shall be limited to those requirements, which are considered absolutely essential. Systems furniture acquisition requires HQUSACE ACSLOG approval.

(2) Regulations and Publications. Source documents containing allowances for other types of property are also included in several regulations and publications with examples extracted from ER 700-1-1 shown below. The applicable source document (as underlined) will be annotated in the property book for these items.

- AR 1-39 - Office furniture and furnishings for the National Capital Region.
- AR 1-100 - Donated/conditional/unconditional gifts of tangible personal property.
- AR 40-63 - Prescription spectacles, contact lenses, and prescription spectacle inserts for use with protective masks.
- AR 70-6 - Research, development, test, and evaluation (RDTE) property.
- AR 600-8-1 - Mortuary services (including casket and shipping case).
- AR 670-1 - Uniforms for certain Army civilian employees under authority of the Federal Employees Uniform Allowance Act.
- AR 600-8-22 - Trophies and similar devices.

- AR 700-84 - Civilian clothing for military individuals, special measurement clothing, and clothing for prisoners in Army installation confinement facilities and correctional training facilities.
- AR 710-2 - U.S. Government National Credit Card for purchase of fuel, oil, and services for use in government vehicles and aircraft.
- AR 725-1 - General officer pistol and flag.
- AR 840-10 and ER 840-1-1 - Flags, guidons, automobile and aircraft plates, and tabards.
- AR 870-20 - Historically significant items such as weapons, military equipment, articles of uniform or personal equipment, flags, and so forth.
- Technical Manuals (TMs), commercial maintenance and service manuals, and the Essential Repair Parts Stockage List (ERPSL) serve as authorization documents for components, repair parts, special tools, and basic issue items that are required for operation of items authorized on the TDA, CPAD or CTA. The applicable TM or other manual designator will be shown on the property book.
- Supply Catalog/Component Listing (SC/CL) contains lists of components for end items without Technical Manuals (TMs). The SC/CL is used as an authorization document in the same way as TMs.

(3) Contracts. The following types of contracts may be cited as authorization documents as applicable:

- Government-owned, contractor-operated (GOCO) contracts nonexpendable equipment required by the contractor. Requisitioning is authorized once the equipment is included in the contract. 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.
- Rental or lease contracts (R/L) for rental or lease of equipment.

(4) Interim authorization approval (IAA) may be used as a temporary authorization document pending inclusion of the requested items in the TDA or CTA. It is used to document authorization for items not yet type-classified with an identifying Line Item Number or National Stock Number.

(5) Information Mission Area Modernization (IMA MOD) Plan is to be used for Federal information processing (FIP) resources authorized under the policies set forth by AR 25-1, DA PAM 25-2 and AR 71-9. (Please note: Investments in accountable information technology must be entered into the Information Technology Investment Portfolio System (ITIPS), and be

authorized for acquisition). FIP resource requirements must be coordinated through the local information management office.

(6) Additive operational project (AOP) 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). The specific AOP designator will be used.

(7) Local Commander Authorized Approval (LCAA) covers authorization for a personal property item that is not covered under any of the above sources, does not qualify for inclusion on the TDA or CTA, and is required by the command. (Example is scooters.)

b. Civil-funded Capitalized Items and Vehicles. This applies to all civil funded capitalized items (including those categorized as a "set" or "system") and all vehicles. The Civil Property Authorization Document (CPAD) is to be used for civil-funded items meeting the capitalization criteria (ER 37-2-10) and vehicles (as defined in ER 56-2-1). It does not include any of the equipment covered by TDA, CTAs, ARs, or other documents identified herein. Once the initial CPAD is approved for a USACE command, a request for an additional item will include the preparation of a DA Form 4610-R (as outlined in AR71-32) with justification including why like items presently authorized cannot accomplish the function along with business value and cost benefits. If the item is to replace an item presently authorized, include a request for deletion of the presently approved item.

c. Solely military funded items. Authorization documents involving solely military-funded items fall into 4 basic categories:

(1) Table of Distribution and Allowances (TDA) will be used for Army controlled items (governed by AR 71-32) http://books.army.mil/cgi-bin/bookmgr/BOOKS/R71_32/CCONTENTS. This generally applies to items meeting the military capitalization criteria (acquisition cost of \$100K or higher. Note that ER 700-1-1 identifies specific type items not covered by TDA. TDA change requests will be forwarded through HQUSACE ACSLOG for MACOM approval and forwarding to HQDA. Additional procedures are detailed in ER 700-1-1.

(2) Mobilization Table of Distribution and Allowances (MOBTDA) reflects the full mobilization mission, organizational structure, and personnel and equipment requirements for designated units. TDA change requests will be forwarded through HQUSACE ACSLOG for MACOM approval and forwarding to HQDA. Additional procedures are detailed in ER 700-1-1.

(3) Emergency memorandum request (EMR) covers an HQDA-approved item pending TDA documentation.

(4) Supply Bulletins (SB) and specifically **SB 11-131** will be used to authorize tactical radio and communication security (COMSEC) installation kits not in the TDA.

4. CONTINUING REVIEW. Commanders will review the need for all equipment during each annual inventory and as part of the Command Supply Discipline Program and the Equipment Usage Management Program (see especially references 1c and 1d). This will also be an item of

continuous review during Command Staff Inspections at each echelon. Equipment will be turned in when no longer needed using normal supply procedures for turn in of excess equipment and appropriate documentation changes will be initiated. Provisions of ER 700-1-1 cover authorization approval levels and procedures to follow for revising authorizations.

5. SPECIFIC REPORTS AND QUERIES. The reports and queries identified below are available within the APPMS program and on the Web as indicated to determine current authorization data entries (including data voids). APPMS reports and queries can be sorted to focus on each major category of authorization. In addition, HQUSACE ACSLOG Web page at <http://hqcww-1/celd/probtrak/wwwroot/foa.htm> provides a user friendly source to identify items that meet the CPAD criteria and TDA items identified in the respective APPMS database.

a. APPMS Program Reports and Queries.

(1) The entire database should be queried to determine data voids. Determination of proper entry will be made and the correct item authorizations document identifier input to the database. This can be accomplished by using either the Reports function/screen (for printed reports) or the Maintain APPMS Property Screen function (for on screen view) in the APPMS program. Select the Property Master Reports and include the Authorization ID as part of the query. Use the F-3 Key to modify the query and leave the Authorization field blank to determine blanks and use the F-8 key to save the query. Use the F-6 key to run the query. This will generate a listing showing those items that do not have entries in the authorization field. This query can also be used to determine the number of items that may have slash marks, asterisks or any other non-appropriate entries that may need to be corrected.

(2) Various queries and reports are available to identify items that may be candidates for CPAD or TDA. For CPAD candidate items, you may query for all items that have an acquisition cost of \$25K or greater and Work Item Codes (Items capitalized as a system will have the same work code for more than one bar-tag) and vehicles by Federal Supply Classes (FSC) of 2310, 2320, 2330, 2340, 3240, etc. The entire National Stock Number must be used to query for special purpose vehicles with the following FSCs: 3740, 3805, 3810, 3820, 3825, 3895, 3920, 4210, 4940, 5815 and 6226. For TDA items, you may query by fund code (military funded) and acquisition cost (\$100K or greater).

(3) To determine the specific Authorization codes that have been used in APPMS view the Authorization table under the utility menu. This table lists all the Authorization codes that have been added by the user in APPMS (both good and bad). These specific codes can be entered in the query identified in 5 (a) (1) above to determine how many items have that authorization code in APPMS.

b. Web queries. A Data Query tool has been developed to identify all CPAD and TDA items that are recorded on APPMS databases. This tool can be accessed through HQUSACE ACSLOG web page <http://hqcww-1/celd/probtrak/wwwroot/foa.htm>. Each APPMS database can be queried separately by Work Item Code (WIC) or by Federal Supply Class (FSC). The page has 2 sections: CPAD and TDA.

(1) CPAD items have an acquisition cost of \$25K or higher to include vehicles, and special purpose vehicles.

(2) TDA items are centrally controlled and funded by Army, and will generally have an acquisition cost of \$100K or higher.

6. COMMON AUTHORIZATION DATA ERRORS. Some of the more common data entry errors shown in the APPMS authorization data field are identified below. Logistics personnel/ Property Book Officers should review their databases and take action to correct these errors.

- a. Using any designations other than as identified under paragraph 3 above.
- b. Using abbreviated designations such as CTA, AR, etc., instead of the complete designator, e.g., CTA 50-909.
- c. Using blanket CTA designations without reviewing the applicable CTA authorization document.
- d. Use of CPAD for items that do not meet the capitalization criteria for civil property, and are not vehicles as defined in ER 56-2-1.
- e. Use of TDA for items that do not meet TDA criteria and without obtaining approval through Command channels.
- f. Use of LCAA for items that are included in the applicable CTA (or other applicable authorization document).
- g. Use of "Commanders' Approval" instead of LCAA where applicable.

7. SUMMARY OF CORRECTIVE ACTION PROCESS.

a. Missing Data. Review APPMS data to identify items with missing data in the authorization field and enter the correct authorization source document. For most items, a Common Table of Allowances or regulation/manual will apply. For items that meet the civil capitalization criteria (i.e., acquisition cost of \$25K or higher) and all vehicles, Civil Property Authorization Document (CPAD) applies. For military items that have been identified on a valid Table of Distribution and Allowances (TDA) document, TDA will be entered. Normally this applies to items with unit value of \$100K or higher.

b. Erroneous Data. Review item data available from APPMS queries/reports to identify errors in the authorization field. Most common errors are identified under paragraph 6 above.