



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000



APVR-RRM-DM

27 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Alaska (USARAK) Procedures for Obtaining Table of Distribution and Allowances (TDA) Authority for Nonstandard, Non-Type Classified Commercial Equipment (CG/CoS Policy #0-31)

1. References:

- a. Army Regulation 710-2, Inventory Management Supply Policy Below the Wholesale Level, dated 31 October 1997.
- b. Army Regulation 71-32, Force Development and Documentation-Consolidated Policies, dated 3 March 1997.
- c. Memorandum, Headquarters, United States Army, Pacific, APRM-FPS, 27 Jan 97, Subject: Delegation of Authority for Noncontrolled Standard Equipment and Commercial Equipment Items Costing Less than the HQDA-Approved Base-level Commercial Equipment (BCE) Threshold.
- d. Memorandum, Headquarters, United States Army Alaska, APVR-RRM-DM, 12 May 97, Subject: Delegation of Authority.

2. Purpose. The purpose of this memorandum is to establish standard procedures for obtaining TDA authority for nonstandard, non-type classified commercial equipment costing less than \$100,000. This memorandum is applicable to all USARAK subordinate units and is effective upon receipt.

3. General.

- a. The DCSRM is delegated as the approving authority for nonstandard, non-type classified commercial equipment within USARAK (IAW reference 1-c and 1-d).
- b. Command involvement is of vital importance to ensure that only mission essential equipment is authorized.

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c. Nonstandard, non-type classified commercial equipment. Nonstandard, non-type classified commercial equipment is commercial equipment, not requiring type classification, with a unit cost of less than \$100,000, for which there is no satisfactory standard or adopted counterpart designated in the Army supply system. These items are documented in Section III (Equipment) Supplemental of the TDA.

d. Nonexpendable Property. Nonexpendable property is personal property (all Army property except real property (building, land, etc.)) that is not consumed in use and retains its original identity during its period of use.

4. Responsibilities.

a. Battalion and Staff Activities. Will establish procedures to ensure a determination of need review is conducted before forwarding request for nonstandard, non-type classified commercial items.

b. Unit/Activity. At the initiating level, the commander involved will explore all feasible alternatives prior to the submission of a request for nonstandard, non-type classified commercial equipment item. When, in the commander's opinion, the item desired is the most efficient and cost-effective to accomplish the mission, he or she will initiate the request. The request will be forwarded through Command and administrative channels as outlined in paragraph five below.

c. USARAK Safety. Conduct a safety and health review to determine if there are any safety and health issues associated with the use of this item of equipment and concur/nonconcur with the authorization of this item of equipment. For nonconcurrency attach statement of nonconcurrency IAW USARAK Pam 25-50 and suggest any known alternate equipment and/or any modifications that would make the item acceptable.

d. USARAK Environmental. Conduct an environmental review to determine if there are any environmental considerations with the use of this equipment and concur/nonconcur with the authorization of this item of equipment. For nonconcurrency attach statement of nonconcurrency IAW USARAK Pam 25-50 and suggest any known alternate equipment and/or any modifications that would make the item acceptable.

e. DCSLOG. Conduct review to determine:

(1) Can the item be maintained locally at a relatively low cost (cost of maintaining comes out of our existing OMA \$\$ and must be budgeted for).

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(2) That there is no standard item available in the supply system to satisfy this requirement and concur/nonconcur with the authorization of this item of equipment.

(3) For nonconcurrency attach statement of nonconcurrency IAW USARAK Pam 25-50 and suggest any known alternate equipment and/or any modifications that would make the item acceptable.

f. DCSR.M.

(1) Review the request and issue an approval or disapproval.

(2) Approval/disapproval memorandum will be provided to the requesting unit/activity. Approved request will also be provided to the respective CIPBO (Consolidated Installation Property Book Officer) for their files.

(3) Commercial equipment approvals will be documented in the Section III Supplemental of the respective TDA.

g. DOC. Develop procedures in the PRWeb/AcquiLine system to insure Purchase Requests (PR) for equipment is routed thru the CIPBO for verification of authority.

5. Procedures. Request for nonexpendable nonstandard, non-type classified commercial equipment will be in the form of a memorandum (sample at enclosure 1).

a. The memorandum will include the following statements:

(1) Statement that there is no acceptable standard item in the supply system. Line Item Number (LIN) for standard items considered but not acceptable will be listed and the reason(s) for non-acceptability will be stated.

(2) Statement that funds and personnel are available within the current resources to procure, operate, and maintain the requested equipment.

b. Request will be generated at the using unit/activity level and concurred at the battalion/directorate level. Request will then be forwarded through the appropriate administrative levels to the DCSR.M.

c. Emergency Procedures. In emergencies, units/activities will request emergency approvals via the most expedient means (phone/email).

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If approved DCSR will provide VOCO approval to the unit/activity and the CIPBO concerned. The emergency request must be followed up with a memorandum request with-in 30 days.

- d. The CIPBOs are a great source for property accountability questions and assistance.
- e. These procedures do not apply to Information Management Equipment procured through the CAPR (Capability Request) procedures for Information Management equipment.
- f. Replacement of approved non-standard commercial items. Unless there is a change in the quantity or a significant change between the authorized item and the replacement item, there is no requirement to have the equipment reviewed and re-approved.
- g. Equipment Purchase Process. Once equipment and TDA Supplemental III authorization is approved, there are two methods for purchasing equipment, the Government Purchase Card (GPC) and the PRWeb/AcquiLine system.

(1) Government Purchase Card. GPC is the preferred method of procurement of items when the total amount of the purchase is within the micro-purchase threshold (\$2,500 or less). After the unit/activity's approving official has approved the purchase, the equipment can be purchased with the GPC (GPC purchases can be used anyplace that takes the Visa card). Upon receipt of the equipment, the unit/activity coordinates with the CIPBO for the equipment to be picked up on the property book.

(2) PRWeb/AcquiLine. The PRWeb is used for purchases greater than \$2,500. The unit/activity initiates the PR in PRWeb and establishes the routing. The standard routing of the document shall include the unit/activities approval authority (CDR, XO, S4, etc.), budget (fund certification and line of accounting), CIPBO (verification of authority and approval), and FRA-DOC or FWA-DOC (depending on location of unit/activity). DOC will ensure that any request for equipment has a CIPBO approval upon receipt of the PR in PRWeb. If the PR was not routed through CIPBO, DOC will "Reject" the document. The initiator will receive an automated e-mail message indicating their request was rejected. Once appropriate approval has been received in PRWeb, DOC will process the request. Upon receipt of the equipment, the unit/activity coordinates with the CIPBO for the equipment to be picked up on the property book. A flowchart has been provided (enclosure 2) for this process.

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6. POC for this action is Craig Steinman, Program Analyst, Manpower and Force Management Branch, DSN 384-2274, E-Mail: craig.steinman@richardson.army.mil.



DAVID A. WOOD

COL, GS

Chief of Staff

Encl

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DISTRIBUTION:

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MEMORANDUM THRU

NEXT LEVEL OF COMMAND

USARAK SAFETY OFFICE (APVR-RDZ)

DCSENG ENVIRONMENTAL BRANCH (APVR-RPW-EV),

DCSLOG SUPPLY AND SERVICES DIVISION (APVR-RDL-OSS)

FOR DCSR (APVR-RRM-DM)

SUBJECT: Request Authority for 55 Gallon Drum Lifting Device.

1. Reference, Memorandum, Headquarters United States Army Alaska, APVR-CS, 26 June 02, Subject: United States Army Alaska (USARAK) Procedures for Obtaining Table of Distribution and Allowances (TDA) Authority for Nonstandard, Non-Type Classified Commercial Equipment (CG/CoS Policy #0-31).

2. Request two each 55 Gallon Drum Lifting Device as outlined in paragraph five below.

3. There is no known acceptable standard item of equipment in the supply system.

4. Funds and personnel are available within current resources to procure, operate and maintain the requested equipment.

5. Requested Equipment:

a. Enter Name or Equipment Function and Characteristics: Drum Handler: Waste type II (*enter equipment name or equipment function and characteristics (how the item will be used and if used with or mounted on another piece of equipment identify that equipment)*).

b. Part Number: A-1122 (*enter part number if known*).

c. Estimated Cost Per Item (Plus Shipping): \$1223.

d. Name and Address of Manufacturer and/or Distributor:

Manufacturer:

ACME Inc.

Acme, Mi

Distributor:

Interior Truck

1213 Any Street

Fairbanks, AK

Phone:

OFFICE SYMBOL

SUBJECT: Request Authority for 55 Gallon Drum Lifting Device.

- e. GSA Schedule or Contract Number: *(enter if known)*

- 6. Justification: Enter a complete justification containing sufficient detail to permit reviewing authority to make a clear and objective decision on the submitted equipment request. Justification will contain as a minimum, the following information:
 - a. What the equipment will be used for, and how it will be used.
 - b. How the requirement is being met at the present time; why this is not satisfactory.
 - c. Identify any new capabilities or flexibility that will occur if the equipment requested is approved.
 - d. Identify savings in manpower, material, or dollar that will be recognized if the equipment request is approved.
 - e. Impact on unit/activity if request is NOT approved.

- 7. Applicable TDA and Paragraph: USAG-AK TDA (W4UJAA), paragraph 080 and 180 *(list TDA and paragraph number where the equipment will be authorized, if approved)*.

- 8. Suggested Basis of Issue: One each in paragraphs 080 and 180 *(how many are required and where)*.

- 9. A brochure for this equipment is at enclosure 2 *(enclose brochure if available)*.

- 10. Unit POC.

Encl

- 1. Coordination
- 2. Equipment Brochure(not included)

Signature
of the Unit/Activity
Submitting Request

Coordination Enclosure

Bn/Director Concur _____ Nonconcur _____ Date: **26 Jun 02**

Safety Concur _____ Nonconcur _____ Date: **26 Jun 02**

Environmental Concur _____ Nonconcur _____ Date: **26 Jun 02**

DCSLOG Concur _____ Nonconcur _____ Date: **26 Jun 02**

DCSRM Concur _____ Nonconcur _____ Date: **26 Jun 02**

Battalion/Directorate level will review and Concur/Nonconcur (attach statement of nonconcurrency IAW USARAK Pam 25-50) with the authorization of this item of equipment.

USARAK Safety. Conduct a safety and health review to determine if there are any safety and health issues associated with the use of this item of equipment and Concur/Nonconcur (attach statement of nonconcurrency IAW USARAK Pam 25-50) with the authorization of this item of equipment.

USARAK Environmental. Conduct an environmental review to determine if there are any environmental considerations with the use of this equipment and Concur/Nonconcur (attach statement of nonconcurrency IAW USARAK Pam 25-50) with the authorization of this item of equipment.

DCSLOG. Conduct review to determine:

(1) Can the item be maintained locally at a relatively low cost (cost of maintaining comes out of our existing OMA \$\$ and must be budgeted for).

(2) That there is no standard item available in the supply system to satisfy this requirement and Concur/Nonconcur (attach statement of nonconcurrency IAW USARAK Pam 25-50) with the authorization of this item of equipment.

DCSRM. Will review and make final approval/disapproval determination and make distribution.

NONSTANDARD COMMERCIAL EQUIPMENT PURCHASING PROCESS

