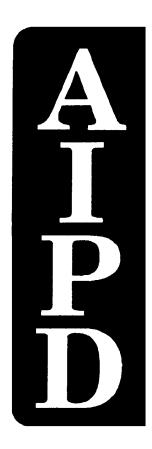
SUBCOURSE EDITION B

# UMT SUPPLY AND EQUIPMENT REQUIREMENTS





THE ARMY INSTITUTE FOR PROFESSIONAL DEVELOPMENT

ARMY CORRESPONDENCE COURSE PROGRAM

#### UMT SUPPLY AND EQUIPMENT REQUIREMENTS

# Subcourse Number CH0823 Edition B

# United States Army Chaplain Center and School Fort Jackson, SC 29207-7035

#### 6 Credit Hours

#### SUBCOURSE OVERVIEW

This subcourse is designed to teach you chaplain supply procedures. The subcourse contains information on the actions required to demonstrate knowledge of Army supply terms, the procedures used to determine supply and equipment requirements and the inventory process.

There are no prerequisites for this subcourse.

This subcourse reflects the doctrine which was current at the time it was prepared. In your own work situation, always refer to the latest publications.

The words "he", "him", "his", and "men" when used in this publication, represent both the masculine and feminine genders, unless otherwise stated.

### TERMINAL LEARNING OBJECTIVE

TASKS: Recall and apply acquired knowledge and skill on Army

supply terms, procedures used to determine supply and

equipment requirements and the inventory process.

**CONDITIONS:** Given hand receipt documents (DA Forms 2062 and 3161),

selections from authorization documents, and

instruction.

STANDARDS: The student will demonstrate comprehension and

knowledge of this subcourse by achieving a minimum of 70% on the multiple-choice based examination for

Subcourse CH0823.

i CH0823

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#### LESSON ONE

#### SUPPLY TERMS

#### **OVERVIEW**

#### TASK DESCRIPTION:

In this lesson, you will learn Army supply terms.

#### LEARNING OBJECTIVE:

TASK: Demonstrate knowledge of Army supply terms.

**CONDITION:** Given the subcourse material for this lesson and a

training scenario.

**STANDARD:** The student will respond with 70% accuracy to the

multiple choice subcourse examination requiring recall

and application of instructions.

**REFERENCE:** The material contained in this lesson was derived from

the following publication.

TSP 161-71M-1510.07

#### INTRODUCTION

All soldiers in the military are in some way involved in supply. You must assist the Chaplain in seeing that your section has all its authorized supplies either on hand or on request. You must have a comprehensive understanding of supply terms and be able to use and interpret them.

# 1. Supply.

The process of providing all items necessary to equip, maintain, and operate a military command. It involves the procurement, distribution, maintenance and salvage of government property. It also involves maintenance of records such as property books, document registers, hand receipts and other documents.

# 2. Expendable Property.

Can best be defined as having the following characteristics: Usually cost less than \$100.00 or is consumed during normal usage or is merged into another entity when used for their intended purpose. In order for a supply item to be identified as being expendable, it need meet only one of the above characteristics.

Examples: Paint, gasoline, office supplies (paper, paper clips, typewriter ribbons), nuts, bolts, construction material, and repair parts.

# 3. Nonexpendable Property.

Can best be defined as having the following three characteristics: Normally costs more than \$100.00, is not consumed in use and does not lose its identity through normal use. In order for a supply item to be identified as being nonexpendable, it must meet all three of the above characteristics.

Examples: Chairs, desks, file cabinets, bookcases, televisions, audio-visual equipment, typewriters, and computers.

# 4. Durable Property.

Is defined as an item which is not consumed in use, keeps its original identity, usually costs less than \$100.00 but does require hand receipt control at the user level.

Examples: Wrench, small fan, pocket calculator.

# 5. Real Property.

Is defined as land and interests in land. It includes buildings, docks, warehouses, basements, utility systems, and all other improvements permanently attached to a structure or piece of property and ordinarily regarded as real estate. It does not include machinery or equipment that may be removed without harming the usefulness of the structure.

Examples: Chapel, boiler, central air conditioning system, plumbing and electrical system.

# 6. National Stock Number (NSN).

A 13 digit number that identifies an item of supply.

# 7. Quantity.

The amount of supplies/items to be turned in or received.

#### 8. Issue.

To provide an item of supply or equipment to an individual or unit.

### 9. Unit of Issue.

A two-letter abbreviation indicating the smallest unit of measure in which an item is issued. For example EA - each, Pr - pair, SE - set.

# 10. Request for Issue.

A request for supplies from a unit or an organization authorized to submit supply request.

# 11. Inspect.

A visual check to determine that the item received is in a usable condition and has all of its parts.

# 12. Self-Service Supply Center (SSSC).

An activity which stocks expendable supplies available for purchase by units and organizations.

# 13. Hand Receipt.

A document (DA Form 2062) used to record acceptance of and responsibility for, durable and nonexpendable items issued to an individual.

#### 14. Hand Receipt Holder.

A person who has signed on a hand receipt for the property in his/her unit or section. A hand receipt holder has direct responsibility for supplies and equipment.

## 15. Property Book Officer (PBO).

An individual, appointed in writing by the commander, who is responsible for maintaining accountability of all property within the organization.

# 16. Property Book.

A record book kept in a unit to account for all nonexpendable property of the unit.

# 17. Change Document.

A document (DA Form 3161) used to record issue and turn-in transactions between the PBO and the Hand Receipt Holder after the primary hand receipt has been issued.

# 18. Temporary Hand Receipt.

A document (DA Form 3161) used to record TEMPORARY acceptance of and responsibility for, durable and nonexpendable items issued to an individual.

# 19. Inventory.

The process of taking a physical count of property to determine or verify the quantities of items on hand, using a selected list of items. Inventory is a part of the supply process.

#### 20. The Army Authorization Documents System (TAADS).

Armywide system designed to centralize the control of personnel and equipment required by and authorized to Army Units. Under this system, the mission and capabilities of each unit and the required equipment are specified by a basic authorization document.

#### 21. Table of Organization and Equipment (TOE).

This table prescribes the normal mission, organizational structure and personnel and equipment requirements for a military unit.

## 22. Modified Table of Organization and Equipment (MTOE).

An authorization document used to modify a basic published TOE to adapt it to needs of a specific unit or group of units. It prescribes the organization and capabilities of the unit and the personnel and equipment required to perform its mission.

# 23. Table of Distribution and Allowances (TDA).

A table which prescribes the organizational structure, personnel and equipment authorizations and requirements of a military unit to perform a specific mission for which there is no appropriate TOE.

#### 24. Common Table of Allowance (CTA).

An authorization document for items of materiel required for common usage by individuals or units Armywide.

# 25. Installation Property.

Nondeployable property issued to a unit under authority of a CTA or other HQDA-approved authorization documents, except expendable items and personal clothing.

# 26. Organizational Property.

Property authorized to a unit or organization under an MTOE or deployable TDA authorization document.

#### 27. Excess.

More of an item on hand than is authorized.

# 28. Shortage.

When on-hand items of supply or equipment are less than that which are authorized.

#### LESSON ONE

#### PRACTICE EXERCISE

The following items will test your knowledge of the material covered in this lesson. There is only one correct answer for each item. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

<u>Situation:</u> As a chaplain assistant assigned to the supply section, you research supply actions so that the UMT section can decide what items of supply to order. To fulfill these responsibilities, and to assist the UMT you must know the correct Army supply terms.

- 1. A visual check to determine that the item received is in a usable condition and has all of its parts.
  - a. Inspect.
  - b. Inventory.
  - c. Issue.
  - d. Supply economy.
- 2. The amount of supplies/items turned in or received.
  - a. Quantity of issue.
  - b. Quantity of output.
  - c. Quantity.
  - d. Quantity and quality of issue.
- 3. The process to provide an item of supply or equipment to an individual or unit.
  - a. unit of issue.
  - b. quantity.
  - c. issue.
  - d. request for issue.
- 4. This 13-digit number identifies an item of supply.
  - a. National Stock Number (NSN).
  - b. National Stock Nomenclature (NSN).
  - c. National Supply Number (NSN).
  - d. Nonsupply Stock Number (NSN).

#### LESSON ONE

#### PRACTICE EXERCISE

#### ANSWER KEY AND FEEDBACK

# Item Correct Answer and Feedback

1. a. Inspect.

All persons entrusted with Government property are responsible for its custody, care and safekeeping. Therefore, inspect your supplies prior signing any receipts (Page 3).

2. c. Quantity.

This amount indicates the quantity you plan to use or the quantity you have used to perform the mission (Page 3).

3. c. Issue.

Issued items are specifically used to accomplish the mission. These items are on stock when needed, and they are handled through special funding accounts. (Page 3).

4. a. National Stock Number (NSN).

For your information, under the Federal Cataloging Program, an item has only **ONE** constant identification number; The NSN is divided into four groups. The first four digits are the federal supply classification (FSC) code, the next two digits is the code assigned to each country in NATO (U.S. has been assigned Codes 00 and 01), and the national item identification number (NIIN) is a nine-digit number made up of the country code and the item number (Page 3).

#### LESSON TWO

# SUPPLY AND EQUIPMENT REQUIREMENTS

Soldier's Manual Tasks:	161-164-1010	Determine the Supply and Equipment Requirements of the UMT Section.
	161-164-2003	Procure Unit Ministry Team (UMT) Section Supplies and Equipment.
	101-521-1158	Prepare and Maintain Hand Receipts and Subhand Receipt Files.

#### **OVERVIEW**

#### TASK DESCRIPTION:

In this lesson, you will learn how to requisition supplies equipment in accordance with appropriate authorization documents.

List the procedures and steps used to determine supply TASK: and equipment requirements.

CONDITION: Given subcourse materials for this lesson and a

training scenario.

The student will respond with 70% accuracy to the STANDARD:

multiple choice subcourse examination requiring recall

and application of instructions.

The material contained in this lesson was derived from REFERENCES:

the following publications.

TSP 161-71M-1510.07

DA PAM 710-2-1

FM 10-14

#### INTRODUCTION

Determining supply and equipment requirements of the UMT Section, is one of the first steps of providing all items necessary to equip, maintain, and operate a military command. To perform this task, you need to be familiar with the maintenance of hand receipt records.

#### PART A - HAND RECEIPTS

#### 1. Hand Receipt Procedures.

- a. Hand receipt records are used to assign responsibility for property issued to a section. The hand receipt records are signed by the hand receipt holder (HRH), an individual designated to represent the section. The HRH is responsible for ensuring personnel in the section protect property against theft, vandalism, loss, and misuse. Although the HRH has direct responsibility, all individuals using government property share in that responsibility.
- b. There are many reasons for the establishment of a record keeping system:
  - (1) One reason involves money. The SUPPLY process costs the government a lot of money, tax payers' money. Property accountability, the maintenance of property book records is a part of the system developed to minimize the expense. When property does not have to be replaced frequently, less money needs to be spent buying new or more expensive items.
  - (2) Another reason for this system is as a means of locating property (and equipment) when it is needed. The maintenance of property books provides a listing of all property located on a post or in a unit and also lists which HRH has responsibility for the item.
- c. The basic hand receipt document used in the Chaplain Section is the Hand Receipt DA Form 2062.

# 2. DA Form 2062 - Hand Receipt.

- a. The hand receipt lists the property that has been issued. The signature of a person on a hand receipt establishes direct responsibility. You must prepare separate hand receipts for installation and organization property. You must prepare two copies of the form. DA Form 2062 may be overprinted. The person who prepares the DA Form 2062 must keep all copies of hand receipts current.
- b. Figure 2-1 shows DA Form 2062 prepared for use as a hand receipt.

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Figure 2-1. DA Form 2062 as a Hand Receipt.

- d. How to read/Prepare DA Form 2062 (Figure 2-1).
  - (1) To fill out DA Form 2062 as a hand receipt, you begin with the heading at the upper left hand block of the form and line out the words **ANNEX NUMBER**. In the **FROM** block, you enter the name of the section that issued the property. You do not enter a person's name. The PBO initially issues all property; however, the chapel supply or unit supply may also serve as an issuing point within their own section.
  - (2) In the **TO** block, you enter the name of the section that received the property.
  - (3) In the **HAND RECEIPT NUMBER** block, you enter a number assigned to each Hand Receipt Holder.
  - (4) To fill out the body of DA Form 2062, you begin with column a STOCK NUMBER on the left of the form. In this column, you enter the stock number of the item being described. Stock numbers for items identified in CTA 50-909 may be found in SB700-20, by cross referencing the line item number (LIN).
  - (5) In column b ITEM DESCRIPTION, you should describe the items in detail. If the item has a model, make or serial number, these would be included in the item description. For multiple like-items, list all serial numbers per description and line out the serial number when that item is returned.
  - (6) In column e UI, you enter the Unit of Issue; e.g., EA for each, SE for set, CS for case, etc.
  - (7) In column f QTY AUTH, you enter the quantity authorized to be on hand per authorization document CTA, TDA, TOE, etc.
  - (8) In column g QUANTITY, you enter the quantity on hand for each item listed. You line out all unused blocks in columns with recorded quantities. You place a slash in unused boxes. If there are more than two sequential unused boxes in a column, place a slash in the first and last box in the sequence

and correct the two with a vertical line through the center of the other boxes. When the quantity of on hand items changes, the new quantity figure is entered on the same line in the adjacent column. For each change in quantity, there must be a change document (e.g., turn-in or issue slip) to support it. You must advance quantities when changing hand receipt holders. The quantities listed in the last column that has been completed are the quantities that your HRH is accountable for. DA Form 2062 can be used 6 times (once for each column a - f) for the purpose of recording accountability of property.

- (9) At the bottom (right hand side) PAGE OF PAGES, you should enter the page number and total number of pages used. Reverse Side of DA Form 2062 (Figure 2-1, Reverse Side) counts as Page 2.
- (10) The reverse side of the DA Form 2062 has columns a thru g, just like the front. Items may continue to be listed on the back of the form. This page may also be reserved for signatures only. The only person authorized to sign the hand receipt is the appointed HRH.
- (11) The HRH signs and enter his rank and date of signature on the last page, in the same column as used to list the quantities. Once signed, the HRH becomes accountable for the items and quantities listed. It is important for the quantity column to be accurate. The original page will have an original signature but the copy may have a carbon signature.
- e. All entries on DA Form 2062 must be made in ink or typewritten unless otherwise stated. You make corrections of errors in the stock number or item description columns (a or b) by drawing a single line through the wrong data and writing the correct data above the lined entry. To correct quantity column (g) errors, you enter the correct quantity in the next column. You must carry all other quantities to the new column and have the hand receipt holder sign both columns.

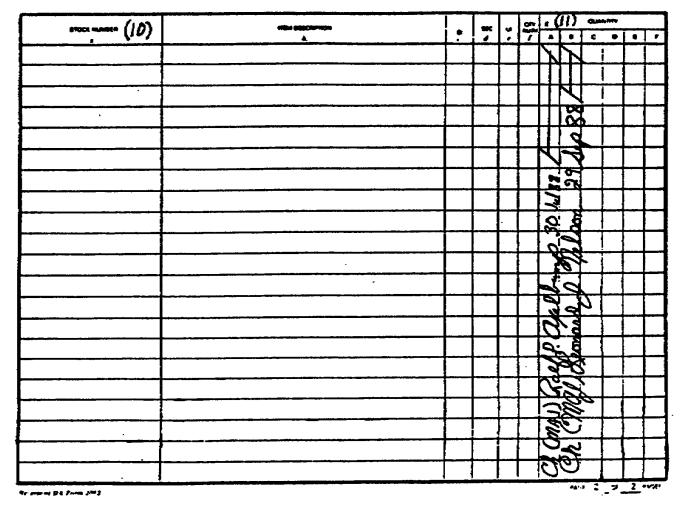


Figure 2-1. DA Form 2062 as a Hand Receipt (Reverse Side) Cont'd.

# 3. DA Form 3161 - Request for Issue or Turn-in.

- a. As chaplain assistants, the hand receipt document you will probably use the most is the temporary hand receipt DA Form 3161 (Figure 2-2).
- b. When you issue or loan property for 30 calendar days or less, you prepare two copies of DA Form 3161 for use as a temporary hand receipt. The person issuing the items keeps the original signed copy. The person receiving the items gets the second copy. Remember, both people involved in the transaction (you and the person receiving the property) sign the temporary hand receipt. It is not necessary for the HRH to sign the 3161.

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Figure 2-2. DA Form 3161 as a Temporary Hand Receipt.

- c. How to read/prepare DA Form 3161 as a Temporary Hand Receipt.
  - (1) To prepare DA Form 3161 as a temporary hand receipt for loaning property, place an "X" in the **ISSUE** block.
  - (2) The **SHEET NO 1** block is already completed for you. DA Form 3161 is always used as the first page. If more than one page is needed, a continuation sheet (DA Form 3161-1) is used.

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QU.S. G.P.O. 1962-378-598

- (3) In the **NO SHEETS NO** block Enter the total number of pages.
- (4) In block 3. **REQUEST NO** Enter "Temporary Hand Receipt".
- (5) In block 1. **SEND TO** Enter the section (or hand receipt number) which will borrow or receive the items.
- (6) In block 2. **REQUEST FROM** Enter the section (or hand receipt number) which will loan or issue the property.
- (7) In Column 12a. **ITEM NO**. Enter the item number, in sequence, for each item issued.
- (8) In column 12b. **STOCK NUMBER** Enter the stock number of the item issued.
- (9) In column 12c. **ITEM DESCRIPTION** Enter the description of the item in detail. If the item has a model, make or serial number, include this data as part of the description of the item. Enter the words NOTHING FOLLOWS directly beneath the last line of the description in the description column.
- (10) In column 12d. **UNIT OF ISSUE** Enter the abbreviation of the unit of issue EA, ST, CS, etc.
- (11) In column 12e. **QUANTITY** Enter the quantity of units issued.
- (12) In column 12f. **CODE** Enter an "I" for each item listed. The code "I" stands for initial issue.
- (13) In column 12g. **SUPPLY ACTION** the person that signs block 15 will enter the quantity received.
- (14) In block 13. **ISSUE TURN-IN, DATE, BY** the person making the issue will date and sign including his rank.

- (15) In block 15. **REC QTY IN "SUPPLY ACTION" COLUMN I DATE, BY** the person receiving the issue will date and sign including his rank. All entries must be made in ink or by typewriter. Signatures must be handwritten in ink.
- d. Transactions that are documented by the Temporary hand receipt do not affect the primary hand receipt, DA Form 2062. The HRH maintains overall accountability for property listed on DA Form 2062, even when there is a temporary hand receipt for the property.

# 4. How to read/prepare DA Form 3161 as a Change Document.

- a. The change document is used to record a transaction (issue or turn-in) between the PBO and the HRH. The change document simplifies the process of issuing or turning-in items, since the HRH does not have to personally sign for the property at the time of the transaction, instead, the designated representative of the HRH picks up or turns-in the item(s) and signs the change document. Periodically, when the hand receipt is updated, the transactions recorded by the change documents are transferred to the hand receipt and the HRH resigns the primary hand receipt. Once this is done, the change documents may be destroyed.
- b. The change document (Figure 2-3) is prepared almost like the temporary hand receipt. The only difference is in block 3. **REQUEST NO.**, you enter "Change Document"; and you enter different codes listed in the \*CODE block on the form (under the REQUEST FROM block). These codes provide additional information on the type and reason for the transaction.

All other information on the **CHANGE DOCUMENT** is the same as on the **TEMPORARY HAND RECEIPT**.

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Figure 2-3. DA Form 3161 Prepared as a Change Document.

#### PART B - SUPPLY EXPENDABLE REQUIREMENTS

# 1. Procedures Used to Determine Expendable Supply Requirement.

- a. Your section's requirement is to maintain no more than a 30-day supply of expendable supplies.
- b. If the office or section in which you are working does not have a list of the supplies needed for a 30 day period, it will be necessary for you to determine the appropriate stockage level (a 30 day supply).

- c. To Determine Your 30-Day Stockage Level (Figure 2-4).
  - (1) Prepare a 30-day usage list of all expendable supplies used/consumed by the section.
  - (2) Maintain the usage list for 90 days (3 months).
  - (3) At the end of the 3-month period (90 days), add the quantities for each item listed. Divide the figure by 3 to get the average for 30 days. This is your 30 days usage list to be used whenever you are preparing to requisition expendable supplies. Keep the list in a convenient location in your files or posted on the wall or door where supplies are stored. Once it is determined what the 30 day stockage level is, determining your expendable supply requirement is simple.

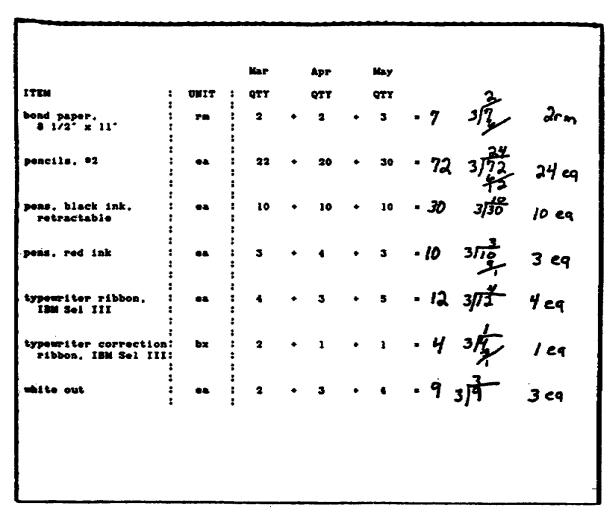


Figure 2-4. Determining 30-Day Stockage Level.

- d. Steps to Determine Expendable Supply Requirement.
  - STEP 1. Inventory all expendable supplies currently on hand in your section.
  - STEP 2. Compare the items listed on your inventory to your 30-day usage list. Subtract the amount on the inventory list from the amount on the 30-day usage list to determine how much to request for routine office/section administration. Make a list of these needed items and quantities.
  - STEP 3. Next, check the activity calendar and check with other personnel for special requests and/or additional supplies needed for upcoming activities. Extra supplies or special items would be added to the quantities already listed on the sheet.

NOTE: There are few situations where additional items need to be requested. Always check the activity calendar and check with your supervisor to determine what additional supplies and/or quantities will be needed.

# 2. Source of Supplies.

- a. Local SOP will dictate the specific procedures to be used to replenish expendable supplies.
- b. There are three primary Supply Support Activities that the chapel section may be authorized to use. Chapel Supply, Unit Supply, and Self Service Supply Center. You may have authorization to use all three sources, or you may be limited to one local SOP will specify the source to be used.
  - (1) Self Service Supply Center (SSSC) is perhaps the most common Supply Support Activity for expendable supplies.

The various activities, units and sections on an installation may establish an account with SSSC. When the authorized representative of an Account Holder visits the SSSC, he/she selects needed items in the quantity required. These items are then charged to the appropriate section's account.

- (2) Chapel Supply On large installations, the Chaplain's Division is frequently authorized to have its own supply section and is staffed with 76Y (supply) personnel and/or 71M personnel. Personnel in chapel supply maintain a large stock SSSC supplies and other expendable and nonexpendable supplies. Chaplain section personnel from the entire post may receive supplies from chapel supply.
- (3) Unit Supply Room Just as the Chaplain's Section is authorized a supply section, the various units on an installation also have a supply section. The Unit supply section handles expendable supplies, and perhaps nonexpendable supplies.
- c. The local SOP will specify your source of supplies and the correct procedures to be used to requisition/get the necessary supplies.
  - (1) Frequently, when requesting items from the Unit Supply or Chapel Supply, the informal memorandum is used to list the items and quantities being requested. The signature block will be that of an authorized requester (usually the Chaplain or the NCOIC).
  - (2) When preparing an informal memorandum (Figure 2-5) to the unit supply requesting expendable supplies, ensure the following information is included:
    - a. The subject is "Request for Expendable Supplies".
    - $\underline{\mathbf{b}}$ . The name and description (NOUN NOMENCLATURE) of each item.
    - c. The National Stock Number (NSN) for each item.

- d. The unit of issue (U/I) for each item.
- e. The quantity (QTY) of each unit you need.
- $\underline{\underline{f}}$ . The signature of the Chaplain or Senior Chaplain Assistant.
- $\underline{g}$ . The signed memorandum is submitted to the unit supply.
- d. If supplies come from the SSSC, no memo is needed but you need to have your list and the appropriate identification and authorization card.

#### SAMPLE

# DEPARTMENT OF THE ARMY HEADQUARTERS FORT OPPORTUNITY FORT OPPORTUNITY, NEW JERSEY 07703-5000

AFXW-BA-CH 26 JAN 90

MEMORANDUM FOR Unit Supply Section

SUBJECT: Request For Expendable Supplies

Request the following supplies be issued to the Post Chaplain's Office:

NOUN NOMENCLATURE	<u>nsn</u>	U/I	QTY
Paper Clips	7510-00-255-4560	bx	2
Pencils, #3	7510-00-267-3345	dz	3

JERRY D. MORRISON Chaplain (LTC), USA Post Chaplain

Figure 2-5. Sample Informal Memorandum for Expendable Supplies.

# 3. Pick Up and Storage of Supplies (Non-expendable, Expendable and Durable).

- a. Before leaving the supply support activity, inspect supplies to make sure they are what you asked for and in the quantities indicated on the list.
  - (1) Ensure the correct items have been received. Compare with the items nomenclature and stock number on the request document or authorization document.
  - (2) Ensure items are serviceable/usable.
  - (3) Inspect component parts to ensure completeness. For example, a tent must have the right number of poles and tent stakes. A list of component parts is in the technical manual for the item. Report any missing parts to supply personnel for further action.
  - (4) Ask unit supply personnel to prepare the paperwork to account for all missing parts.
  - (5) Sign for the items on the accountability form, DA Form 3161 Request for Issue or Turn-In, or DA Form 2062 Hand Receipt/Annex No. Do **not** sign for items you did not/will not receive.
- b. Take supplies to the chapel and store in their proper storage space.
  - (1) Follow governing policies and procedures to store and safeguard the supplies.
  - (2) File your copy of the list of supplies received or the receipt from SSSC in the section's current property record file.
  - (3) Notify the HRH that the supplies have been received and have been properly stored and safeguarded.

#### PART C - AUTHORIZATION AND REQUIREMENTS DOCUMENTS

#### 1. Introduction.

One reason for the military's system of property accountability is as a means of minimizing the cost of purchasing property to replace lost and damaged items. A means developed to control expenses is The Army Authorization Documents System (TAADS).

#### 2. The Army Authorization Documents System (TAADS).

- a. TAADS is an Armywide system designed to centralize the control of personnel and equipment. TAADS specifies the personnel and equipment required by and authorized to individual Army units.
- b. Under this system, each item of property must be authorized for use by the requestor, before it is issued. Use of authorization documents ensures that only items that are needed to perform the mission are issued.
- c. Authorization and requirements documents used under TAADS include a table of organization and equipment (TOE), a modified table of organization and equipment (MTOE), a table of distribution and allowances (TDA), and a common tables of allowances (CTA).
- d. Authorization documents list the equipment and its nomenclature (description), quantities authorized, and quantities required for all Army units.
- e. To determine your section's equipment requirement, you need to know which authorization documents apply to the chaplain's section, and how to use those documents.

#### 3. Table of Organization and Equipment (TOE).

a. The TOE is a document which prescribes the normal mission, organizational structure, personnel and equipment requirements for a military unit, and is the basis of another authorization document, the MTOE.

- b. How to read a TOE (Figure 2-6).
  - (1) The upper left hand side shows the **TOE reference** number, followed by the effective date of the document.

NOTE: When looking at a TOE for your unit/section, ensure you are using the most current edition by checking the series number (L200), and the date.

- (2) TABLE OF ORGANIZATION AND EQUIPMENT is the heading, specifying type of document.
- (3) The line **HHD MIL INTEL BDE (EAC)** is the identification of the unit authorized the following items listed.
- (4) The column **PARA** (paragraph number) is a two-digit number assigned in sequence to each element of the unit, beginning with 01. It is used to reference specific sections of a document i.e., para 04 BDE UMT.

NOTE: The TOE, and other authorization documents list authorizations for all sections of a unit. You may have to look through numerous pages to find the UMT Section.

(5) The column LINE/LIN (line item number) provides two sets of information. In the "personnel portion", a two-digit number is assigned in sequence beginning with 01 for each personnel entry. In the "equipment portion", the column is used to show the line item number assigned to each item required.

NOTE: When referencing a line, the number is prefaced by the appropriate PARA number. Examples - paragraph/line number 0401 (Sr Chaplain Assistant); paragraph/line number 04C68719 (Cable telephone).

(6) The column **ERC** (equipment readiness code) is not used on the TOE.

- (7) The **DESCRIPTION** column provides two sets of information. In the "personnel portion", the column shows the name of the element, duty position titles, grades, MOSs, and branch. In the "equipment portion", the column lists the equipment readiness code and the equipment required for the element of the unit.
  - NOTE: Equipment readiness codes determine the urgency of need designator to be used when requisitioning an item.
- (8) The **ASI/RMKS** columns lists numbers that refer to remarks found at the end of the entire TOE.
- (9) The **STRENGTH LEVELS** columns shows the quantity required for each item listed at strength levels 1, 2, and 3.

NOTE: The amounts shown under levels 2 and 3 adapt the table for reduced operational capabilities by 10%, from 90% for level 2 and about 80% for level 3.

(10) The  ${f PAGE}$  refers to the page number of the TOE.

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	RS9160 8	Reeling Machine Cable I							•	•	:		
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Figure 2-6. Table of Organization and Equipment (TOE).

# 4. Modification Table of Organization and Equipment (MTOE).

- a. The MTOE is an authorization document which prescribes the modification of a basic TOE necessary to adapt it to the needs of a specific unit or type of unit.
- b. The MTOE gives the major command a way to modify or adjust the standard TOE for one or more of the TOE units under its command.
- c. An MTOE is used to modify a basic TOE for any active Army unit. The MTOE for your unit is used to authorize additional personnel and equipment, special equipment, or personnel with a specific MOS such as the Chaplain Section. The MTOE may be prepared for a single unit, or it may include the requirements for several units. You must ensure that you use your unit's current MTOE when determining your authorized items.
- d. An MTOE number is made up of 10 characters divided into three groups as shown in Figure 2-7.

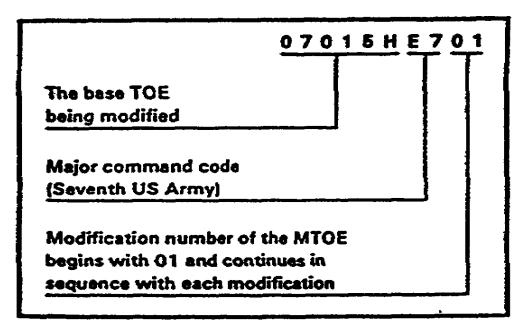


Figure 2-7. MTOE Numbering System.

- number, unit identification code of the units being modified, effective date, title, and supersession notice. A table of contents is on the cover page of some MTOEs, but it is not required and does not appear on many of them. If a table of contents is not given, section I begins on the cover page. There are three sections within the MTOE.
  - (1) **SECTION I GENERAL.** (Not shown in this subcourse). This section introduces personnel and equipment data in sections II and III and gives the basis for authorizing personnel and equipment. The section gives the unit mission statement, capabilities, location, etc.
  - (2) **SECTION II PERSONNEL ALLOWANCES.** (Not shown in this subcourse). This section contains list of all personnel positions required and authorized for each element of the unit.
  - (3) **SECTION III EQUIPMENT ALLOWANCES (Figure 2-8).** You must have the quantity in the authorization column either on hand or on request at all times. If not, you/your section will be ill-prepared to go to war. Section III is the section of the MTOE that gives your section equipment authorizations.
- f. How to read an MTOE (Figure 2-8).
  - (1) The upper right hand side shows the MTOE reference number.
  - (2) The top center of this section is the **heading**, specifying type of document and the unit.
  - (3) Below the main heading is the subheading **SECTION III EQUIPMENT ALLOWANCES.** This section contains a list of all nonexpendable equipment required and authorized.
  - (4) The column PARA lists the paragraph number.
  - (5) The **LINE/LIN** column shows the line number.

- (6) The ERC column lists the equipment readiness code.
- (7) The **NOMENCLATURE** column lists the equipment description.
- (8) The **PARENT UNIT TOTAL REQ AUTH** columns give the total quantities of each item required and authorized. The **required column** shows the quantity needed for the unit to be able to accomplish its mission. The **authorized column** lists the quantity authorized, within available resources, which can be used and maintained by the authorized personnel.
- (9) The **ACTION RMKS** column lists numbers that refer to remarks found at the end of the entire MTOE.

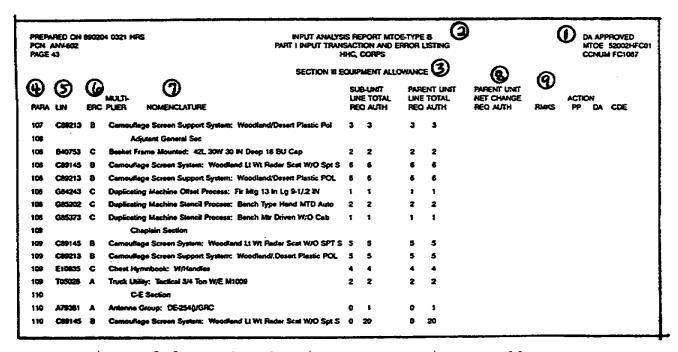


Figure 2-8. MTOE, Section III - Equipment Allowance.

# 5. Table of Distribution and Allowances (TDA).

- a. The TDA is an authorization document which prescribes the organizational structure, personnel and equipment authorizations, and requirements of a military unit to perform a specific mission for which there is no appropriate TOE.
- b. The TDA number is made up of eight characters divided into two groups as shown in Figure 2-9.

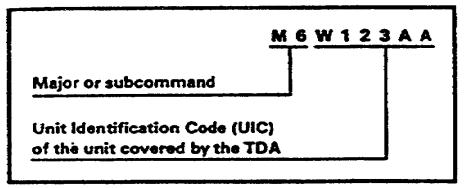


Figure 2-9. TDA Numbering System.

- c. The TDA consists of four sections.
  - (1) Section I of the TDA introduces personnel and equipment data in section II and III and gives the basis for authorizing personnel and equipment.
  - (2) Section II of the TDA contains a list of all personnel required and authorized for each element of the TDA unit.
  - (3) Section III of the TDA (Figure 2-10) shows the requirements and authorizations for all nonexpendable equipment that has been assigned a standard line item number.

- (4) Section IV of the TDA is the supplement. This section includes commercial equipment which has a unit cost between \$25 and \$1,000. This equipment does not require type classification and does not have a satisfactory standard or adopted counterpart designated in the Army supply system. Also, this section includes those items which are awaiting assignment of standard stock numbers and LINs and inclusion in section III of the TDA.
- d. How to read a TDA (Figure 2-10).
  - (1) The upper right hand side shows the **TDA identification** number.
  - (2) The top center of this section is the **heading**, identifying the specific document and unit.
  - (3) Below the main heading is the subheading **SECTION III**, **EQUIPMENT ALLOWANCES**. This section contains a list of all nonexpendable equipment required and authorized.
  - (4) The column **PARA** gives the paragraph number that is assigned to each major element of the unit. When subelements are listed, an alphabetical character is added to the paragraph number.
  - (5) The **LINE** column contains the line item number which is a six digit alphanumeric, and identifies the nomenclature for an item of equipment. Entries in this column are listed in alphanumeric sequence in each paragraph.
  - (6) The **NOMENCLATURE** column contains the description of the item authorized.
  - (7) The **ITAADS** column lists the installation code used in automatic data process.

- (8) The **EQUIPMENT LINE TOTAL REQ AUTH** columns give the total quantities of each item required and authorized. The <u>required column</u> shows the quantity needed for the unit to be able to accomplish its mission. The <u>authorized column</u> lists the quantity authorized, within available resources, which can be used and maintained by authorized personnel.
- (9) The **REMARKS** column shows the items that are marked "C" for controlled or left blank for uncontrolled. Additional information may be indicated in this column by the use of three-digit numbers. These numbers refer to the remarks given at the end of the equipment list in section III.

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Figure 2-10. TDA, Section III - Equipment Allowance.

## 6. Common Table of Allowances (CTA).

a. The CTA is a requirements/authorization document for items of common and specific usage required by individuals, units, or activities.

EXAMPLE: CTA 50-909 prescribes various items of field and garrison furnishings and equipment (frequently utilized by the chapel section). CTA 50-900 prescribes certain items of organizational clothing and equipment for various geographical areas, climates, and terrains. CTA 50-970 authorizes certain expendables, like hosts, wine, etc, used by the chaplain section.

- b. CTA 50-909 lists common items of field and garrison furnishings and equipment which are not authorized by other CTAs. Examples of items included in this CTA are tents, space heaters, industrial sewing machines, and camouflage nets. This CTA is organized into 26 chapters. Each chapter covers a different category of authorized furnishings or equipment. The appendixes contain information on terms and their explanations, item descriptions, and LINs.
- c. How to read CTA 50-909 (Figure 2-11).
  - (1) Page i, TABLE OF CONTENTS as shown is the top portion of the page.
  - (2) On the upper right hand side is the **date of the** publication.
  - (3) **CHAPTERS** list of chapters contained in this publication. With the exception of chapter 1 (GENERAL), each chapter deals authorizations for use by a specific section or function.

NOTE: When reading the CTA 50-909, you need to look under different chapters, other than Chapter 4 which applies to Chapels/Chaplains. For example, Chapter 5 applies to classrooms (some chapels have classroom facilities);. Chapter 14 applies to office/conference rooms; Chapter 23 applies to libraries, etc.

(4) **CHAPTER 4** is designated for the CHAPEL/CHAPLAIN. Chapter 4, page 4-001 is the beginning of the chapter. This is the section you will probably use most often.

NOTE: Under this chapter, the heading is listed as CHAPTER 4 - CHAPEL/CHAPLAIN.

- (5) **APPLICABILITY OF SECTION II -** This section explain specifically who is allowed to use the CTA 50-909 as an authorization document.
- (6) **SECTION II -** is the actual section which lists equipment that may be authorized.
- (7) **COLUMN I LINE ITEM NO.** This line number is a reference number, similar to the paragraph and line number discussed on the TOE, MTOE, and TDA.

NOTE: For example, Line Item A35990 (Figure 2-11) is an ALTAR PORTABLE. There are three description lines specifying conditions authorizations and the quantities vary for each line.

(8) COLUMN 2 - ITEM, BASIS OF ISSUE, AND REMARKS. This column lists a description of the item, remarks on who is authorized and any other remarks that apply.

NOTE: If there are any **NOTES**, be sure to look them up. For example, Line Item 90060N is an ALB. Notice the description and reference to NOTE 6.

- (9) **COLUMN 3 UNIT OF ISSUE.** This column lists the unit of issue, EA each.
- (10) **COLUMN 4 ALLOWANCES.** This column lists the quantity authorized.
- (11) The lower right hand corner shows the page number of the chapter.

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Figure 2-11. CTA 50-909.

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Figure 2-11. CTA 50-909 (Cont'd).

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Figure 2-11. CTA 50-909 (Cont'd).

### PART D - DETERMINE EQUIPMENT REQUIREMENTS

To determine equipment requirements, follow the steps listed below:

- STEP 1. A determination as to what is authorized is made by referring to the appropriate authorization documents. A copy of current, applicable TOEs, MTOEs, TDAs and CTA 50-909 should be maintained in your section's files. If the documents are not available in your files, they should be available from your unit supply room or S-4.
- STEP 2. Conduct a 100% inventory, using the appropriate DA Form 2062, Hand Receipt.

Ensure item descriptions match.

Check condition of property. If the item is not serviceable, it should be repaired or a replacement requisitioned immediately.

Ensure quantity on hand matches quantity listed on hand receipt documents.

STEP 3. Compare the quantities verified during the inventory to the quantities listed on the authorization documents.

Items listed on the MTOE and the TDA are "MUST HAVE" items. All items listed on these documents should be on one of the hand receipts, and needs to be available and serviceable. Items listed on these documents that are not listed on the hand receipts or are not serviceable, need to be requisitioned.

The quantities listed in CTA 50-909 <u>are not "must have"</u> items. These items are authorized in the quantities specified, IF NEEDED to carry out the ordinary mission of the section. It is not necessary to have all items listed/authorized in the CTA 50-909. CTA 50-909 does set a limit to the quantities of the items to be maintained in the section. Excess quantities and items not authorized for your facility should be reported to the HRH.

- STEP 4. Make a list of items which need to be requisitioned.
- STEP 5. If items are found to be in EXCESS, inform the UMT section hand receipt holder of the excess. Excess or unserviceable property should be turned in, but be sure to check with the HRH.

#### LESSON TWO

### PRACTICE EXERCISE

The following items will test your knowledge of the material covered in this lesson. There is only one correct answer for each item.. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

<u>Situation</u>: As a member of the UMT, you are responsible for your section's supplies and expendable property, and must conduct a thorough review of the requirement and authorization documents pertaining to your section.

- 1. As the chaplain supply clerk, you have been advised by the Chaplain to provide hand receipt procedures to the newly assigned chaplain assistant. In explaining hand receipt records, you
  - a. tell the chaplain assistant that hand receipt records are used when the value of the property or supplies exceeds \$125.00.
  - inform the chaplain assistant that only you and the Chaplain are authorized to handle the hand receipt records
     DA Form 3082.
  - c. advise the chaplain assistant that hand receipt records are used to record the supply bulletin numbers of all items issued to chaplain personnel.
  - d. advise the chaplain assistant that hand receipt records are used to assign accountability for property issued to a section.
- 2. You are lending two heavy duty electric typewriters assigned to your office to a member of another chaplain section. To document this action, you
  - a. notify the member's office by telephone that he has accepted responsibility for the two typewriters.
  - b. notify the member verbally at the time of issue of his responsibility for the typewriters.
  - c. give the member a formal receipt documenting his responsibility for the two typewriters.
  - d. send a written notification delegating responsibility for the two typewriters through the Chaplain to the member.

- 3. When preparing a hand receipt, you
  - a. enter the information in pencil to avoid erasures.
  - b. must write in ink or type all entries.
  - c. write all entries in ink only, IAW AR 165-10.
  - d. type all information in accordance with AR 165-10.
- 4. You are issuing property using DA Form 3161 as a temporary hand receipt. You
  - a. use this receipt when the property is issued or loaned for 30 calendar days or less.
  - b. use this receipt when the property is issued or loaned for 15 calendar days or less.
  - c. Use this receipt when the property is issued longer than 40 days.
  - d. use this receipt when the property is issued longer than 30 calendar days.
- 5. The first step to determine your section's expendable supply requirements is to
  - a. ask other personnel in the section to provide you with a list of supplies.
  - b. contact the supply S-4 and ask for your section's deadline to submit supply requirements.
  - c. inventory all expendable supplies currently on hand in your section.
  - d. inventory all expendable and nonexpendable supplies and provide a list to the supply S-4.
- 6. As the supply sergeant, you are required to requisition expendable supplies from unit supply. You would
  - a. prepare an Informal Memorandum.
  - b. prepare a military letter.
  - c. prepare a DA Form 3161, Request for Issue/Turn-In.
  - d. prepare a DA Form 2496 "Disposition Form".

- 7. When picking up supplies and before leaving the supply activity, you must
  - a. ensure the correct items have been received.
  - b. obtain the name of the individual in charge in case something is missing.
  - c. ensure the correct items have been received and sign the original letter along with the person attending you.
  - d. provide unit supply with the name, rank and phone number of your supervisor and location of your section.
- 8. Under this system, each item of property must be authorized for use by the requestor, before it is issued.
  - a. Table of Organization and Equipment (TOE).
  - b. The Army Authorization Documents System (TAADS).
  - c. Common Tables of Allowances System (CTAS).
  - d. Modified Table of Organizations System (MTOES).
- This document is a requirements/authorization for items of common and specific usage required by individuals, units, or activities.
  - Modification Table of Organization and Equipment (MTOE).
  - b. The Army Authorization Documents System (TAADS).
  - c. Table of Distribution and Allowances (TDA).
  - d. Common Table of Allowances (CTA).
- 10. This table is the basis of another authorization document.
  - a. Common Table of Allowances (CTA).
  - b. Table of Organization and Equipment (TOE).
  - c. Modified Table of Organization and Equipment (MTOE).
  - d. Table of Distribution and Allowances (TDA).

#### LESSON TWO

### PRACTICE EXERCISE

## ANSWER KEY AND FEEDBACK

# Item Correct Answer and Feedback.

1. d. Advise the chaplain assistant that hand receipt records are used to assign accountability for property issued to a section.

Accountability is to keep an accurate record of property. By keeping a record system, property can be located when it is needed (Page 10).

2. c. give the member a formal receipt documenting his responsibility for the two typewriters.

You may assume direct responsibility for a piece of property by being assigned as an accountable officer, receiving a formal written designation of your responsibility or accepting property on a hand receipt (Page 11).

3. b. must write in ink or type all entries.

Ink or typewritten entries ensure proper accountability for the loaned property. To correct errors on an already filled out receipt, you must follow the correct procedures (Page 13).

4. a. use this receipt when the property is issued or loaned for 30 calendar days or less.

In the UMT section, this is the hand receipt document you will probably use the most (Page 14).

5 c. inventory all expendable supplies currently on hand in your section.

This is the most accurate procedure to ensure a realistic assessment of your section's supplies (Page 20).

6. a. prepare an Informal Memorandum.

For your information and since it is part of supply procedures, an informal memorandum may be used to request expendable supplies from the Unit Supply. (Page 21).

7. a. ensure the correct items have been received.

Always check items/supplies received against proper documentation. You are responsible for these items once you signed the accountability form (Page 24).

8. b. The Army Authorization Documents System (TAADS).

This system is designed to centralize the control of personnel and equipment. By doing so, only authorized items needed to perform the mission are issued (Page 25).

9. d. Common Table of Allowances (CTA).

This CTA lists items which are not authorized by other CTAs (Page 35).

10. b. Table of Organization and Equipment (TOE).

It is imperative that you know what authorization documents your section uses (Page 25).

### LESSON THREE

#### INVENTORY PROCESS

Soldier's Manual Tasks: 161-164-1006 Perform Unit Ministry

Team (UMT) Section Nonexpendable Property

Inventory

161-164-1101 Perform Unit Ministry

Team (UMT) Section Expendable Supply

Inventory.

#### **OVERVIEW**

## TASK DESCRIPTION:

In this lesson, you will learn how to perform an inventory on supplies and equipment assigned to your section.

## LEARNING OBJECTIVE:

TASK: Determine the procedures and steps used to perform an

inventory.

**CONDITION:** Given subcourse materials for this lesson and a training

scenario.

STANDARD: The student will respond with 70% accuracy to the

multiple choice subcourse examination requiring recall

and application of instructions.

REFERENCES: The material contained in this lesson was derived from

the following publications.

TSP 161-71M-1510.07

FM 10-14

#### INTRODUCTION

After you have identified the supplies required by and authorized for your section, you must account for your section's supplies and equipment. You must perform an inventory of expendable, nonexpendable and durable property to ensure the readiness of your section.

#### PART A - NONEXPENDABLE AND DURABLE PROPERTY INVENTORY

- 1. The characteristics of nonexpendable property are as follows:
  - a. Normally costs more than \$100.00.
  - b. Is not consumed in use.
  - c. Retains its original identity while in use.
- 2. In order for a supply item to be identified as being nonexpendable, it must meet all three of the above characteristics. These items are coded with an accounting requirement code (ARC) of "N" in the Army Master Data File (AMDF) and require property book accountability after being issued from the stock record account.
- 3. To perform an inventory of nonexpendable and durable property, follow the steps listed below.
  - STEP 1. Retrieve the appropriate DA Form 2062, the primary hand receipt from your files.
  - STEP 2. Locate each item of property listed on the DA Form 2062 to be inventoried.
  - STEP 3. Ensure the item and the description on the DA Form 2062 match check the size, the color, the make, model number and serial number (where applicable). If differences are discovered, make note of the discrepancy on a separate sheet of paper.
  - STEP 4. Check the condition of the property. Make a visual inspection and list any property damages or defects.

- STEP 5. Count the quantity of items on hand and compare the quantity to the amount listed on the hand receipt.
  - Ensure the items listed as sets or pairs are complete.
  - List any shortages or overages.
- STEP 6. Ensure the serial number on each item matches the serial number listed for that same item on the hand receipt. List any differences in the numbers.
- STEP 7. Account for shortages or overages of property on temporary hand receipt forms, change documents, and/or maintenance requests.
- STEP 8. Account for discrepancies by referring to temporary hand receipts and change documents. If discrepancies remain, they are to be reported to the HRH.
- STEP 9. When applicable, record the results of the inventory on an Informal Memorandum and make correct distribution of it.

### PART B - EXPENDABLE PROPERTY INVENTORY

- 1. The characteristics of expendable property are as follows:
  - a. Usually cost less than \$100.00.
  - b. Is consumed during normal usage.
  - c. Is merged into another entity when used for their intended purpose.
- 2. In order for a supply item to be identified as being expendable, it needs to meet only one of the above characteristics.
- 3. To conduct inventory of expendable supplies, follow the guidelines listed below.
  - a. Prepare an inventory sheet as follows:
    - (1) Use wide-lined paper (8-1/2 by 11 inches).

- (2) Divide the paper into three columns.
  - $\underline{a}$ . The first column should be approximately 5 inches wide.
  - $\underline{b}$ . The second column should be approximately 1 inch wide.
  - $\underline{c}$ . The third column should be approximately 1 inch wide.
- b. Title the three columns as follows:
  - (1) The first column should be titled, SUPPLY ITEM.
  - (2) The second column should be titled, UNIT OF ISSUE.
  - (3) The third column should be titled, QUANTITY ON HAND.
- c. List the name of each type of expendable supply item on a separate line in the "SUPPLY ITEM" column.
- d. Enter the unit of issue for each type of expendable supply item in the "UNIT OF ISSUE" column. The following examples can be used where appropriate, and you may develop other codes of your own:
  - (1) EA Stands for "each".
  - (2) DZ Stands for "dozen".
  - (3) BX Stands for "box".
  - (4) CS Stands for "case".
- e. Count the expendable supply items per unit of issue.

- f. Enter the amount per unit of issue for each item of expendable supply in the "QUANTITY ON HAND" column.
  - For example, count the quantities of items that have not been opened/used. Do not count a pkg of paper that is already opened, do not count all the pens and pencils in everybody's desks. To make this task easier, supplies are usually stored in one area, with similar items in the same area.
- g. Perform these same inventory actions for all items of expendable supply in the UMT section supply cabinet or room.
- h. File the inventory sheet in the office files for future reference purposes.

#### LESSON THREE

## PRACTICE EXERCISE

The following items will test your knowledge of the material covered in this lesson. There is only one correct answer for each item. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

<u>Situation</u>. As a newly assigned chaplain assistant, you must assist the section supply clerk in conducting an annual inventory of supplies.

- 1. When preparing a list of expendable supply items, you must
  - a. write the name of each item on a separate line in the "Supply Item" column.
  - b. include all information related to the expendable supplies in one page.
  - c. Check with other members of your section to ensure the correct supplies are listed.
  - d. ensure the list contains the signature of the personnel witnessing the inventory.
- 2. When conducting an inventory, the "Quantity on Hand" column should reflect
  - a. the quantities of all items in use and unopened.
  - b. the quantities of items that have not been opened/used.
  - c. only the quantities of items in use.
  - d. only the quantities of items scheduled to be used within three working days after the inventory.

## LESSON THREE

### PRACTICE EXERCISE

## ANSWER KEY AND FEEDBACK

# Item Correct Answer and Feedback

1. a. write the name of each item on a separate line in the "Supply Item" column.

Remember, following the proper procedures to fill out paperwork for inventory, ensures that your section maintains good files for future references (Page 50).

2. b. the quantities of items that have not been opened/used.

To ensure a correct count of supplies, you should include only unused items. Do not go around counting pens and pencils in everybody's desks, etc., (Page 51).